USER MANUAL

HIV PREVENTION, CARE & SUPPORT SYSTEM (HIVPCSS)

VERSION V1.0

Designed & Developed by:

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How to Read this Manual

This operator manual is arranged according to functionality grouping. All the similar category functionalities are arranged in different tabs. So the manual also covers each tab in each chapter.

However, in order to have a HEAD START, the manual explains some of basic terminologies, basic features of the system. These are explained in Chapter 1 and Chapter 2.

From Chapter 3 onwards, the manual explains all the features of the system starting with 'Basic Information'.

In the last two chapters, the manual also explains about how to generate reporting and how to administer the system.

Important!

This system is primarily aimed for Sub Recipients. So, multiple organizations will be using this system. However, in this system, data security is managed in such a way that one organization will not be able to see other organizations data!

Chapter 1 - Introduction

1. Overview

Welcome to HIV Prevention, Care and Support System (HIVPCSS). If you are reading this manual, that means you have decided to know about the system; how to enter data, how to generate report Prevention and many others.

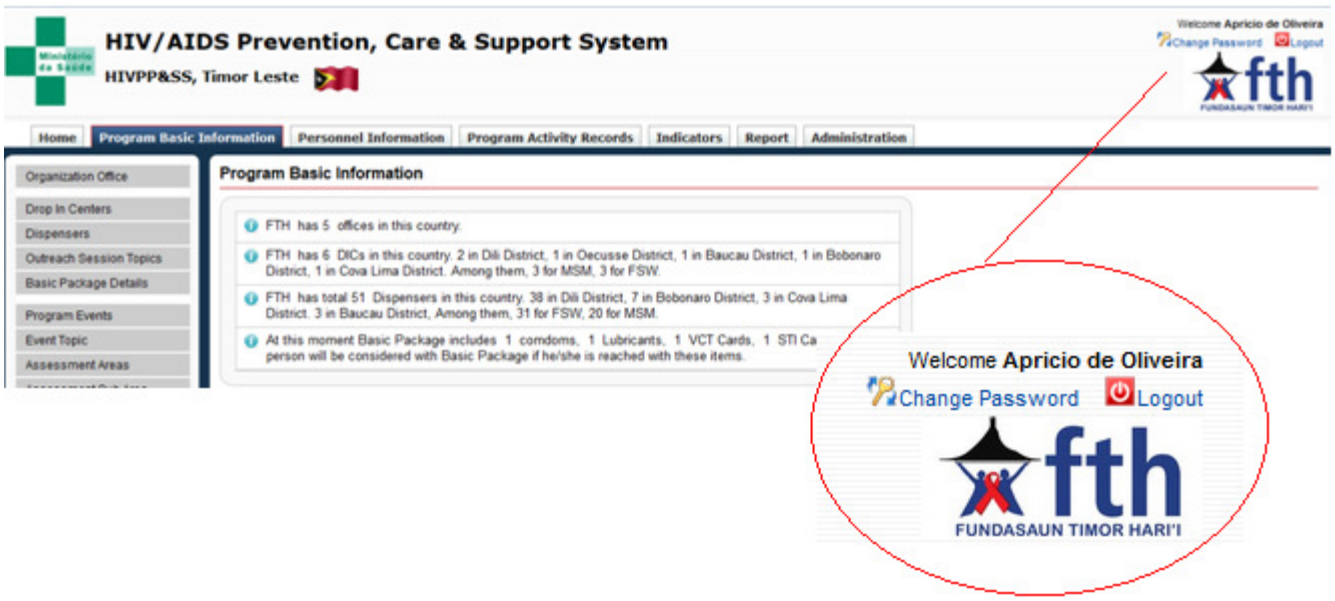
HIVPCSS is a tool to capture data regarding HIV Prevention, Care and Support activities. The system can also generate various types of reports; such as, list of beneficiary (MSM, FSW, CoSW, IDU etc.) and various programmatic reports; such as, quarterly report, yearly report etc.

So, before you begin, let's take some time to explore the HIV Prevention, Care and Support System (HIVPCSS) tool (software/application) and learn about the basic features of navigation and transaction entry. This chapter provides an overview of the system and describes the elementary features of HIVPCSS.

2. Basic Features

a. User Information

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the logged in user information at the top right corner of the system as shown below:

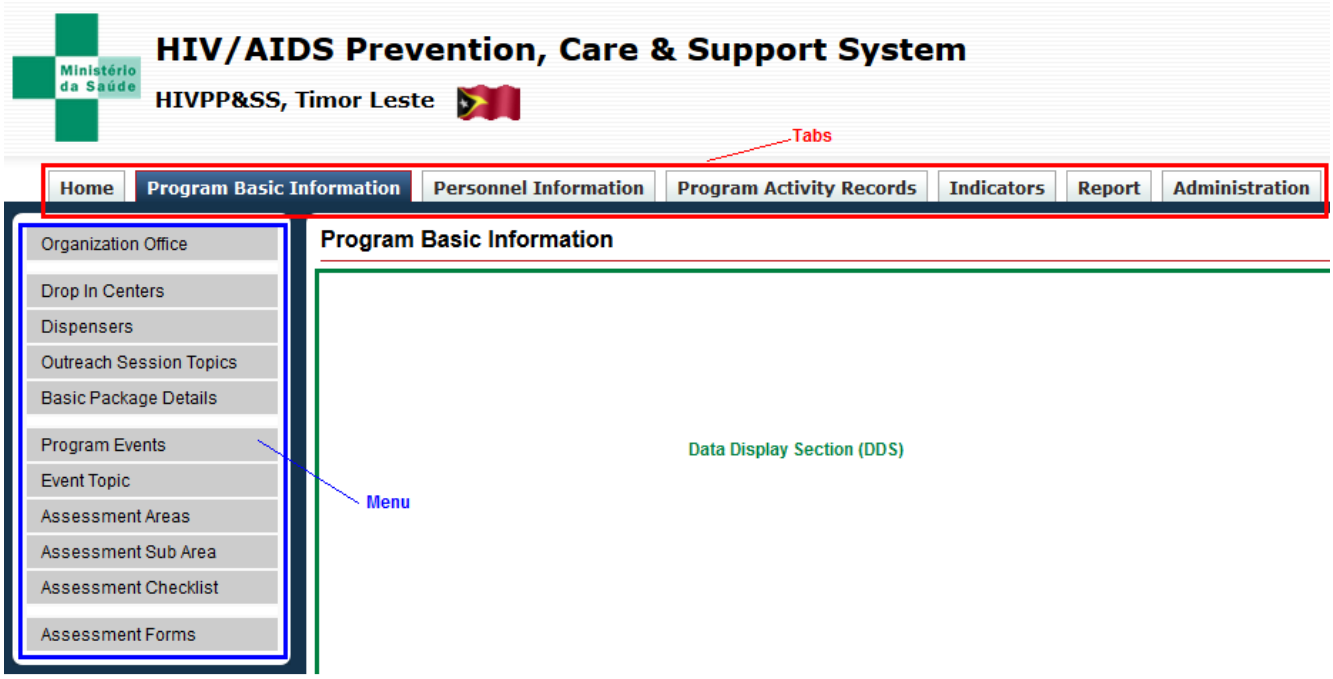

HIV/AIDS Prevention, Care & Support System
HIVPP&SS, Timor Leste
Welcome Apricio de Oliveira
Change Password
Logout
fth
Home
Program Basic Information
Personnel Information
Program Activity Records
Indicators
Report
Administration
Organization Office
Drop In Centers
Dispensers
Outreach Session Topics
Basic Package Details
Program Events
Event Topic
Assessment Areas
Program Basic Information
FTH has 5 offices in this country.
FTH has 6 DICs in this country. 2 in Dili District, 1 in Oecusse District, 1 in Baucau District, 1 in Bobonaro District, 1 in Cova Lima District. Among them, 3 for MSM, 3 for FSW.
FTH has total 51 Dispensers in this country. 38 in Dili District, 7 in Bobonaro District, 3 in Cova Lima District. 3 in Baucau District, Among them, 31 for FSW, 20 for MSM.
At this moment Basic Package includes 1 comdoms, 1 Lubricants, 1 VCT Cards, 1 STI Ca
person will be considered with Basic Package if he/she is reached with these items.
Welcome Apricio de Oliveira
Change Password
Logout
fth
FUNDASAUN TIMOR HARI'I

b. Tabs, Menus, and Data Display Section

Once you log into the system with correct credentials (Email ID and Password), you would be able to see the tabs, menus, and data display section. Tabs are the collection of menus of related functionalities; whereas a Menu indicates a specific functionality under a tab. Such as, all types of reports are available under tab 'Report' and this report tab will have all the report menus.

Data Display Section (DDS) is the area where system will display the data; either for viewing or for adding a new record.

All these features are shown in below image:

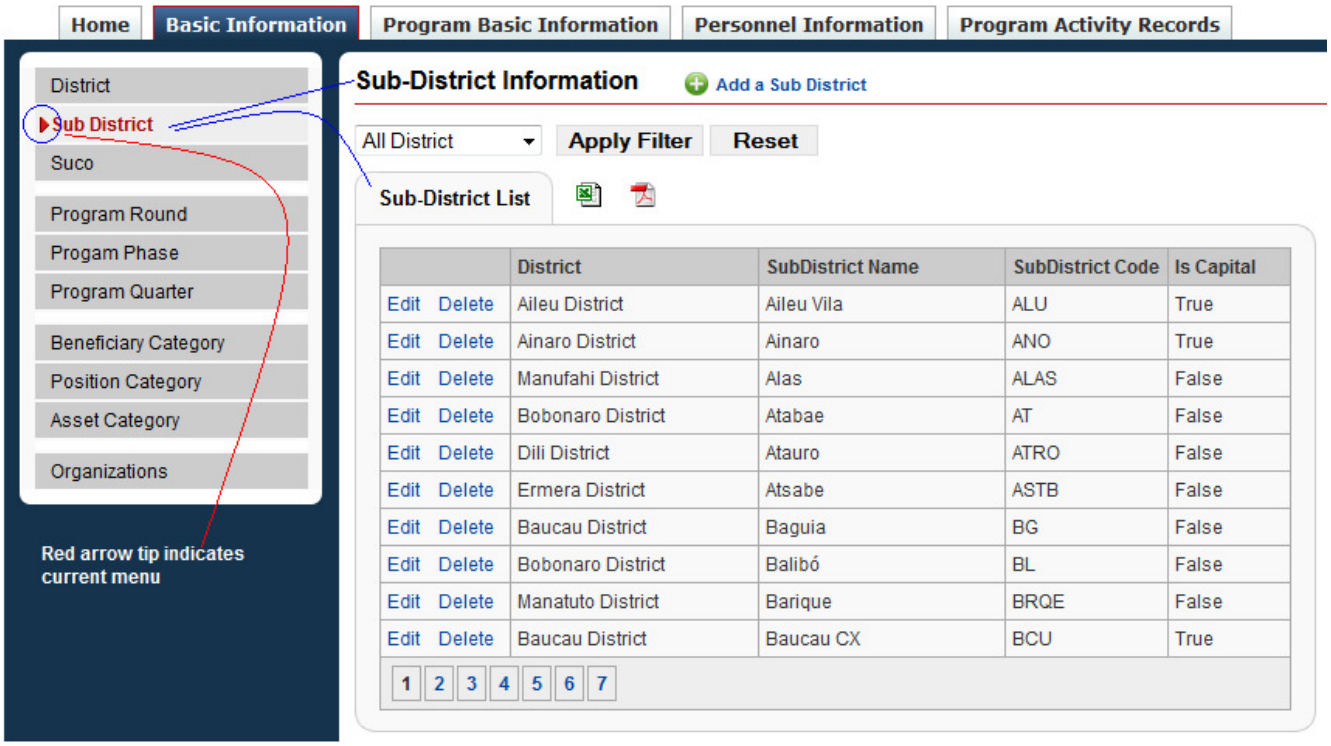


c. Page and Current Menu

Once you log into the system and click on a menu, then something appears on the right side of menu. This is called Page. Every menu will show a different page once it is clicked. However, in some places in the system a page may be loaded once a button is clicked. So, a Page is something where you'd view data or attempt to enter data. This is sometimes also referred to UI (User Interface).

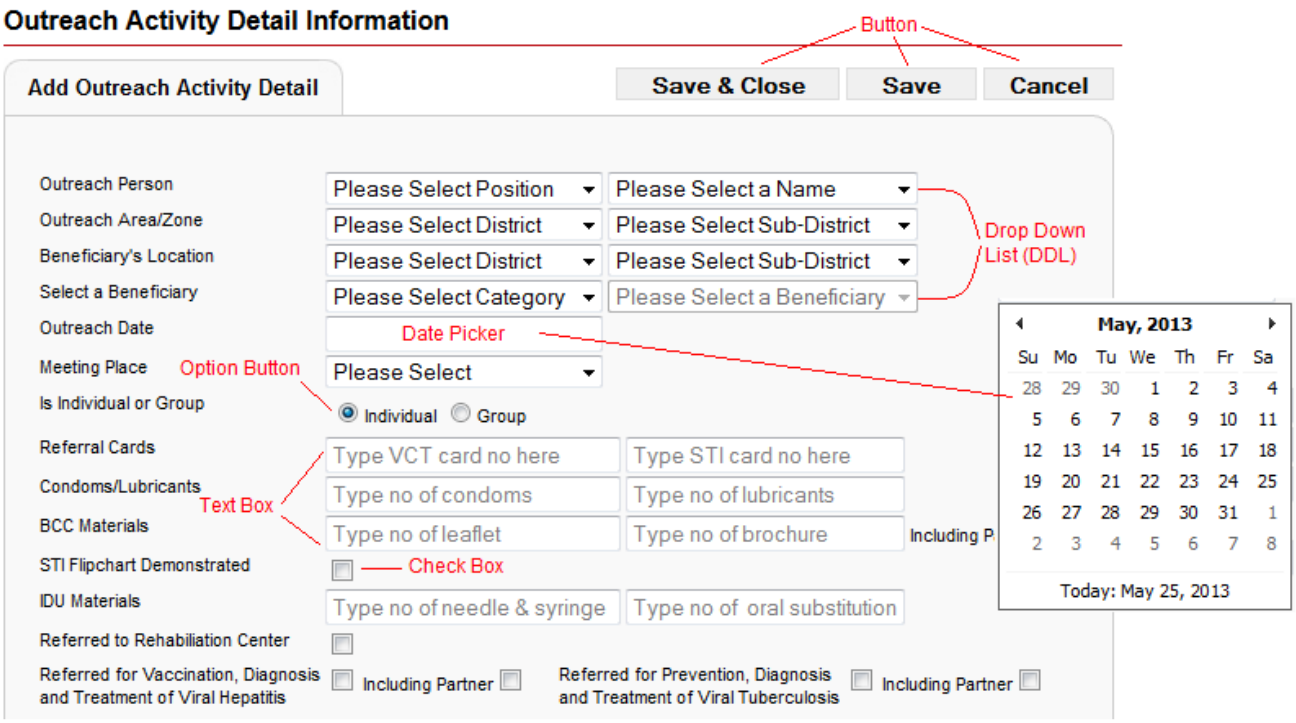
Now, when you'd click on a menu it will load the related page. Notice a black arrow tip marked beside the menu. This indicates that the current menu is the one you've just clicked.

All these features are shown in below image:



d. Label, Button, Text Box, Check Box, Date Picker, and Drop Down List

Below image shows labels, buttons, text boxes, check box, and drop down lists:



Buttons: Once clicked, it will do some action(s); such as, saving, editing etc.

Text Box: User can type text here.

Check Box: User can tick the box when appropriate.

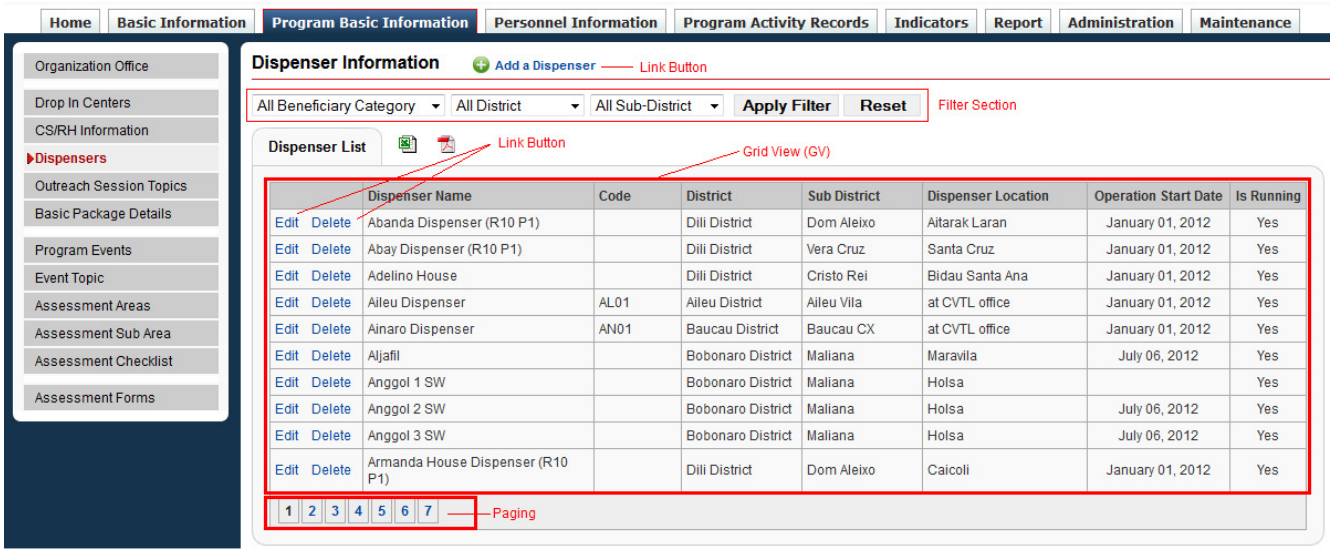
Drop Down List: User can choose one value from the given list.

Date Picker: User can enter a date in this box. If you click in this box, a date calendar will appear and then you'd be able to choose a date you want. *Please note that, the format of date is US (United States) style i.e. it will show **4 March 2012** as '**3/4/2012**', NOT as '**4/3/2012**' i.e. in the format of 'month/day/year'!*

Read-Only Text Box: User cannot type anything but just can view the information shown by the system.

e. Grid View, Filter Section, Link Button, and Paging

Below image shows grid view, filter section, link buttons, and paging section:


Home
Basic Information
Program Basic Information
Personnel Information
Program Activity Records
Indicators
Report
Administration
Maintenance
Organization Office
Drop In Centers
CS/RH Information
Dispensers
Outreach Session Topics
Basic Package Details
Program Events
Event Topic
Assessment Areas
Assessment Sub Area
Assessment Checklist
Assessment Forms
Dispenser Information
Add a Dispenser
Link Button
All Beneficiary Category
All District
All Sub-District
Apply Filter
Reset
Filter Section
Dispenser List
Link Button
Grid View (GV)
Dispenser Name
Code
District
Sub District
Dispenser Location
Operation Start Date
Is Running
Edit Delete Abanda Dispenser (R10 P1) Dili District Dom Aleixo Aitarak Laran January 01, 2012 Yes
Edit Delete Abay Dispenser (R10 P1) Dili District Vera Cruz Santa Cruz January 01, 2012 Yes
Edit Delete Adelino House Dili District Cristo Rei Bidau Santa Ana January 01, 2012 Yes
Edit Delete Aileu Dispenser AL01 Aileu District Aileu Vila at CVTL office January 01, 2012 Yes
Edit Delete Ainaro Dispenser AN01 Baucau District Baucau CX at CVTL office January 01, 2012 Yes
Edit Delete Aljafil Bobonaro District Maliana Maravila July 06, 2012 Yes
Edit Delete Anggol 1 SW Bobonaro District Maliana Holsa Yes
Edit Delete Anggol 2 SW Bobonaro District Maliana Holsa July 06, 2012 Yes
Edit Delete Anggol 3 SW Bobonaro District Maliana Holsa July 06, 2012 Yes
Edit Delete Armanda House Dispenser (R10 P1) Dili District Dom Aleixo Caicoli January 01, 2012 Yes
1 2 3 4 5 6 7
Paging

Grid View (GV): A list where data are displayed

Link Button: Similar to normal button i.e. when clicked, an action is done such as save, edit etc.

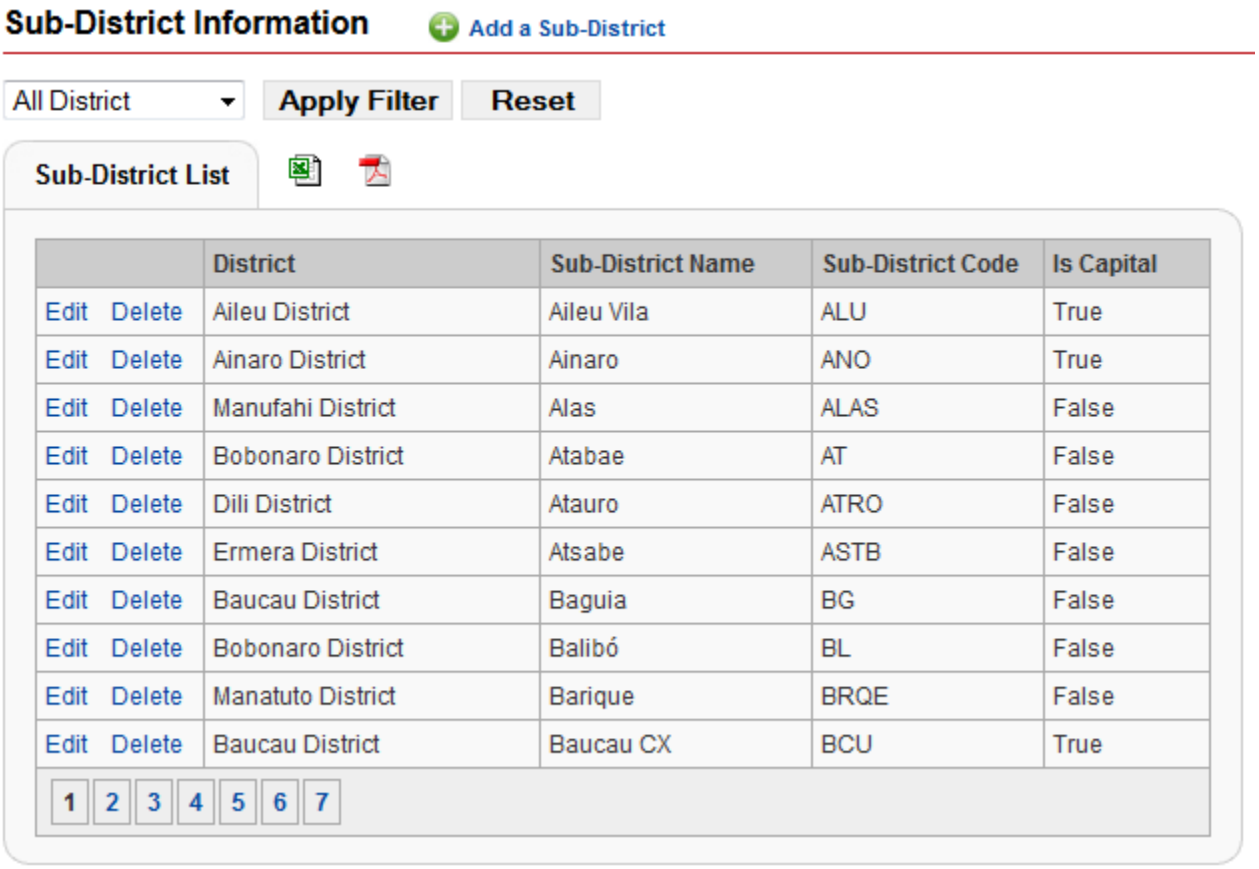
Add a Sub District: Once clicked, it will load a page where you'd need to enter/type data and then do a save operation

Edit: Once clicked, it will open existing record and then allow you to correct any existing data of that record

Delete: Once clicked, it will delete/remove the record from system. *Care should be taken while performing this action!*

Paging: When there are many data and cannot be displayed on one page in GV, then those data are listed in multiple pages i.e. page no 2, 3, and so on

Filter Section: Normally the GV shows all the data that is available in the system. But when you'd need to see some particular data then you'd need to use this filter section. Such as, to show/see only sub districts of Dili district, you'd need to select 'Dili District' from the DDL of the filter section and then click on 'Apply Filter' button. This will load all the sub districts of Dili only. Below image shows all the sub districts of Dili district:



	District	Sub-District Name	Sub-District Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

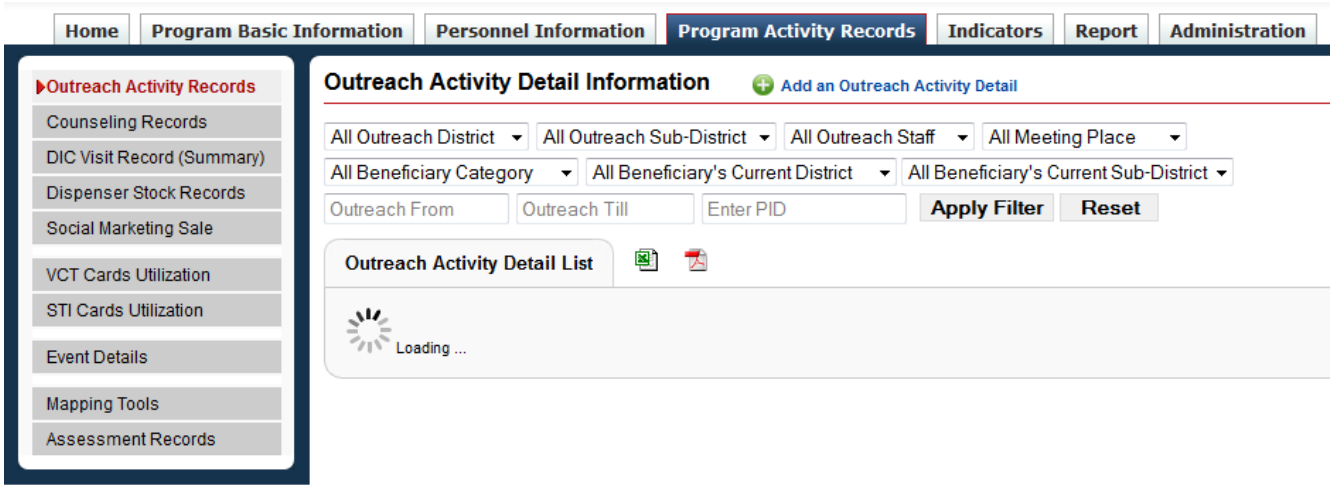
1 2 3 4 5 6 7

This is how the filter section works! There will certainly be more than one filter in the filter section in other pages. You'd just need to choose your desired filter and then do an 'Apply Filter' to show the data from system.

The 'Reset' button in the filter section will set all the filter values to 'none' or 'default'.

f. Data Loading Image

Whenever you try to load data from system, it will show an image indicating that it is now populating (downloading) data from online database and preparing to present in the GV. The image will look like as shown below:



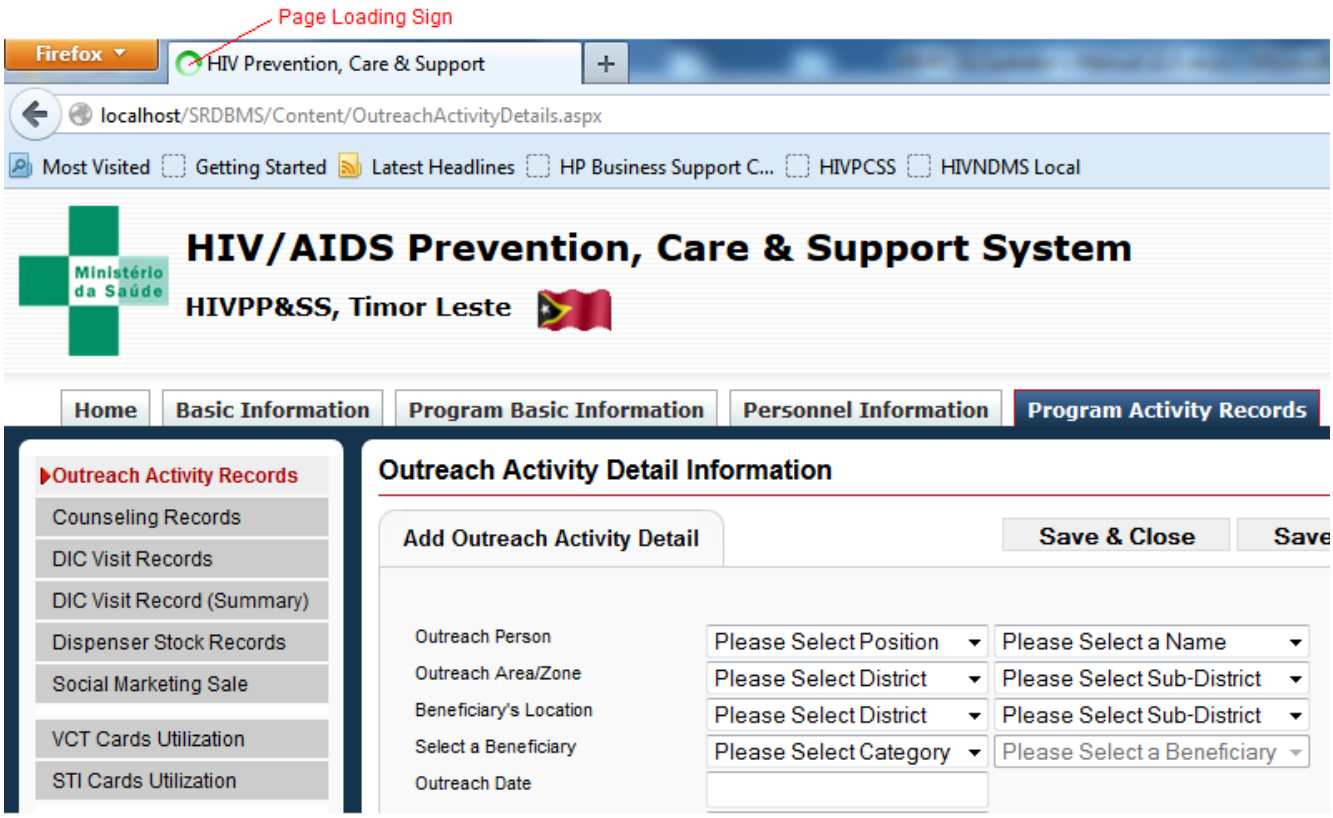
You'd see this loading image when:

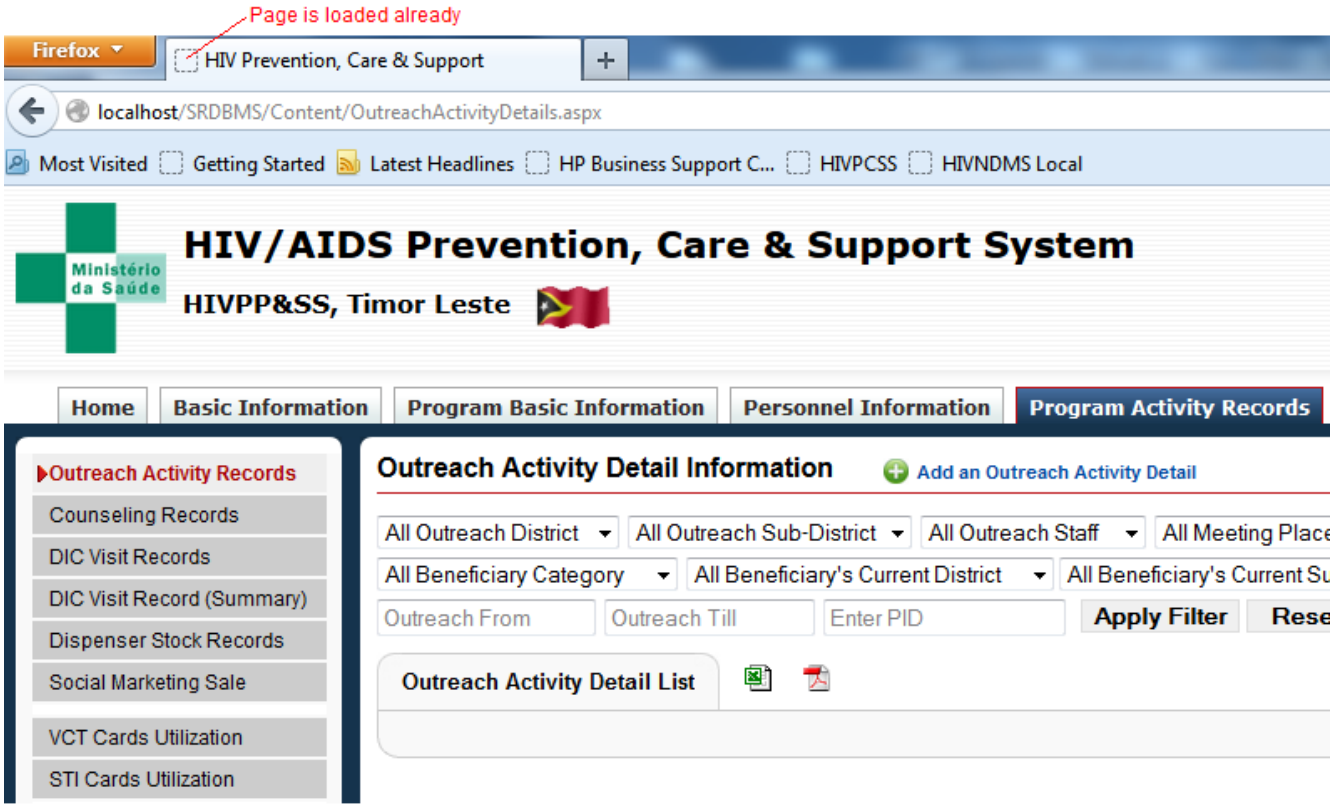
(1) You are doing an 'Apply Filter; or
(2) You select an item from district DDL. This is because, it will load sub district DDL according to selected district; or
(3) You select a report option and its associated filters get activated; or
(4) During any other situation whenever the system remains busy in getting data from online you've requested it to do

YOU SHOULD WAIT TILL THE IMAGE DISAPPEARS; BECAUSE IT IS NOT YET READY FOR YOU TO DO NEXT ACTION!

g. Page Loading Sign

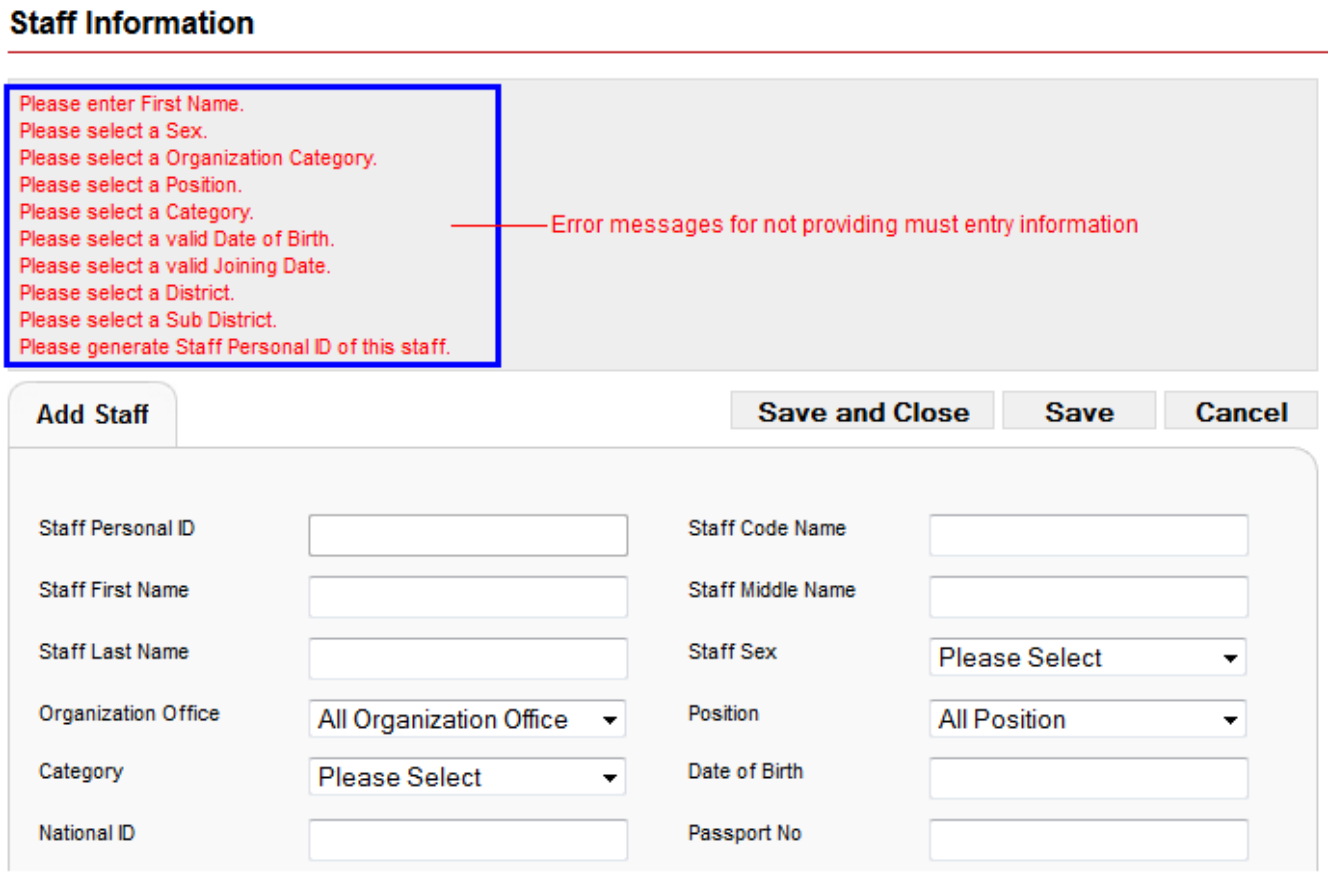
The system also remains busy from the time a page is requested and till it gets loaded fully. However, this will not show any image; but instead, it will show a small rotating circle in the browser tab heading. This is shown below:


Page Loading Sign
Firefox
HIV Prevention, Care & Support
localhost/SRDBMS/Content/OutreachActivityDetails.aspx
Most Visited
Getting Started
Latest Headlines
HP Business Support C...
HIVPCSS
HIVNDMS Local
Ministério da Saúde
HIV/AIDS Prevention, Care & Support System
HIVPP&SS, Timor Leste
Home
Basic Information
Program Basic Information
Personnel Information
Program Activity Records
Outreach Activity Records
Counseling Records
DIC Visit Records
DIC Visit Record (Summary)
Dispenser Stock Records
Social Marketing Sale
VCT Cards Utilization
STI Cards Utilization
Outreach Activity Detail Information
Add Outreach Activity Detail
Save & Close
Save
Outreach Person
Please Select Position
Please Select a Name
Outreach Area/Zone
Please Select District
Please Select Sub-District
Beneficiary's Location
Please Select District
Please Select Sub-District
Select a Beneficiary
Please Select Category
Please Select a Beneficiary
Outreach Date


Page is loaded already
Firefox
HIV Prevention, Care & Support
localhost/SRDBMS/Content/OutreachActivityDetails.aspx
Most Visited
Getting Started
Latest Headlines
HP Business Support C...
HIVPCSS
HIVNDMS Local
Ministério da Saúde
HIV/AIDS Prevention, Care & Support System
HIVPP&SS, Timor Leste
Home
Basic Information
Program Basic Information
Personnel Information
Program Activity Records
Outreach Activity Records
Counseling Records
DIC Visit Records
DIC Visit Record (Summary)
Dispenser Stock Records
Social Marketing Sale
VCT Cards Utilization
STI Cards Utilization
Outreach Activity Detail Information
Add an Outreach Activity Detail
All Outreach District
All Outreach Sub-District
All Outreach Staff
All Meeting Place
All Beneficiary Category
All Beneficiary's Current District
All Beneficiary's Current Su
Outreach From
Outreach Till
Enter PID
Apply Filter
Rese
Outreach Activity Detail List

h. Message for Must Entry Fields

While you'd try to save a new record, there will be some field(s) that must be provided to get the record saved into the system. If you don't provide those must entry information, the system will give you notification message. The message will be looking like shown below:



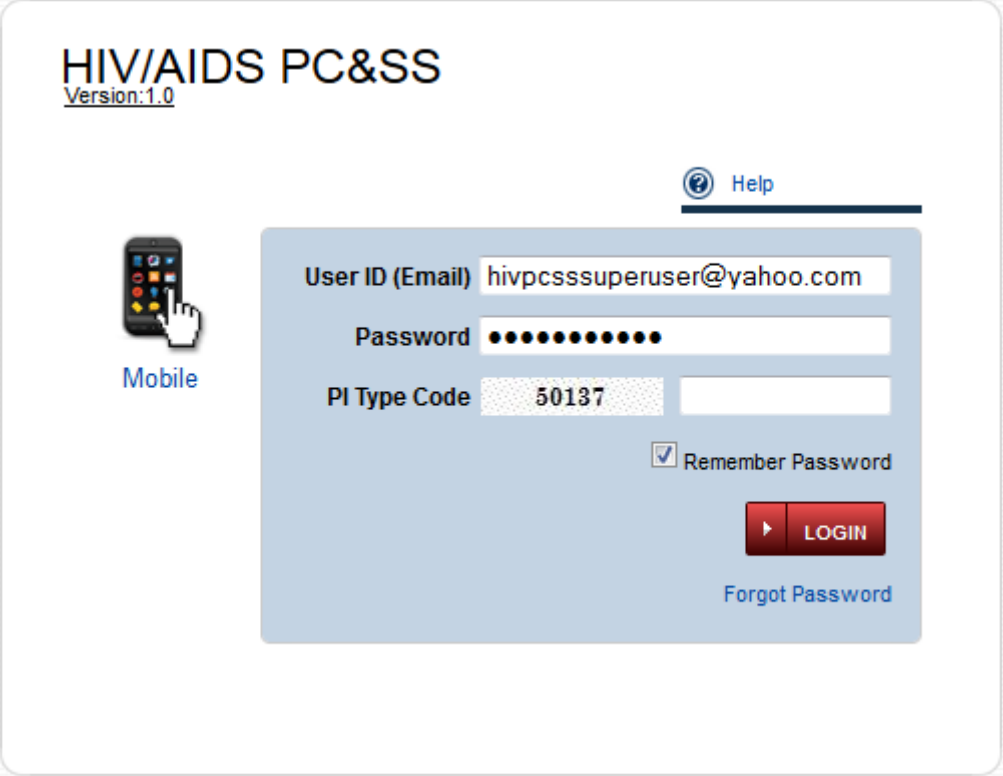
Chapter 2 – Login, Logout, and Change Password

1. Login to HIVPCSS

Please do followings to login to HIVPCSS:

(1) Open Mozilla Firefox browser (*use version 19 or later*)
(2) Then go to this link:
http://www.hivpcs.tlhealthinformationsystem.com/

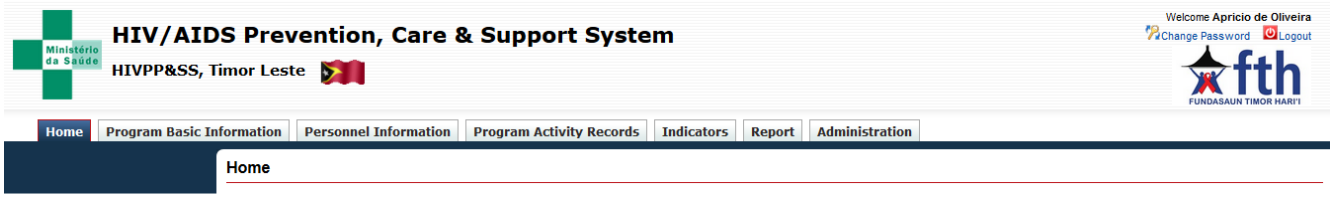
(3) This will load the login page as shown below:



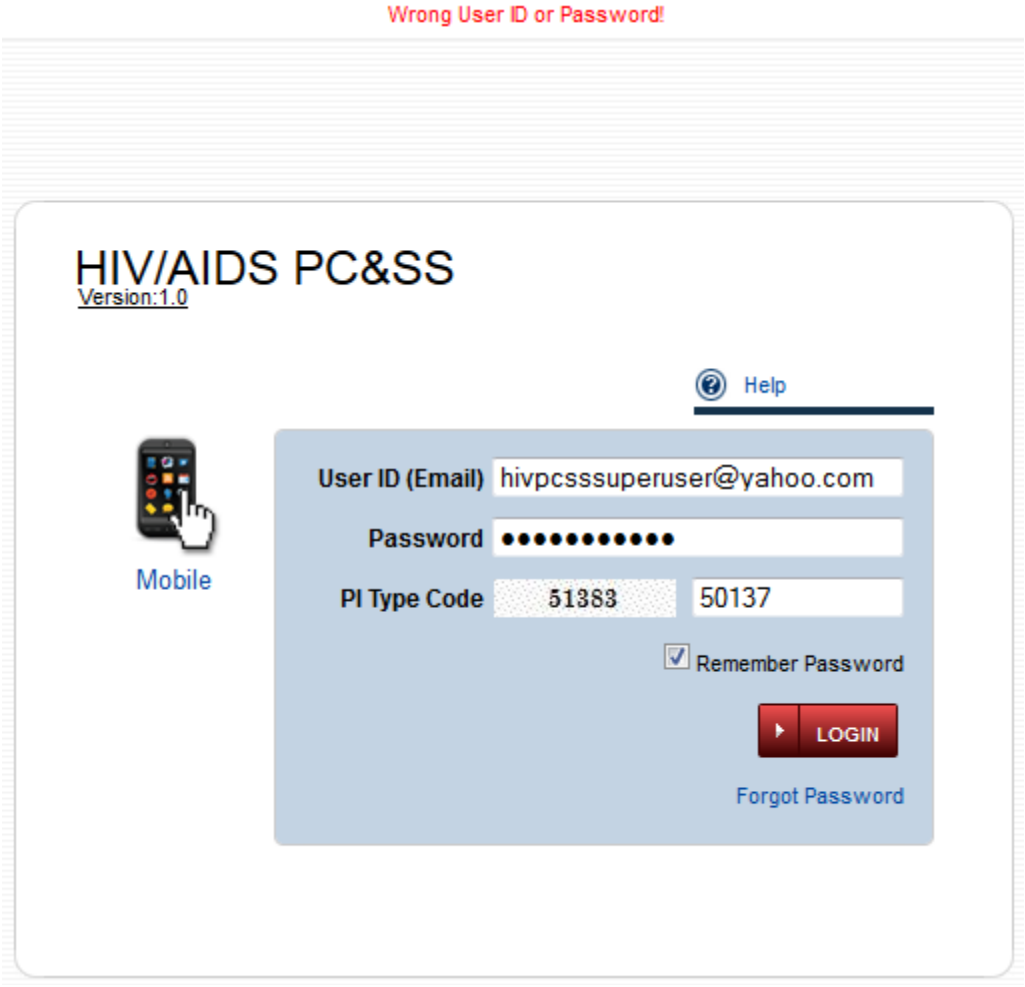
(4) Type:
User ID (Email): login user email ID (Please note, this is NOT your personal email ID! This is the ID that is used to log into the HIVPCSS)
Password: login password
Type Code: Type the digits that you can see on the screen (this is to protect your account/system from spamming)

(5) You may or may not check the 'Remember Password'; but if you are not using your own laptop or desktop, it is suggested NOT TO CHECK this check box!
(6) Click 'Login' button to login to HIVPCSS and wait till you are logged in

(7) After a successful login, you'd see below page:



(8) If you've provided wrong information during login, then you'd see below message:

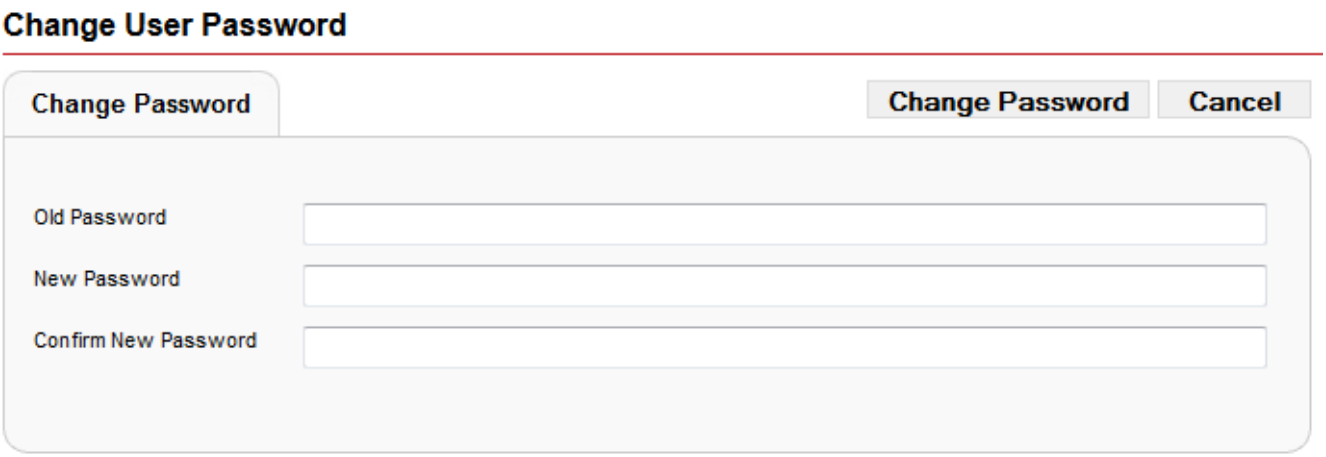


In this case you try again with correct credentials to enter into the system.

2. Change Password

Please do followings to change your password:

(1) After login, click on the 'Change Password' link button at the top right corner of the HIVPCSS
(2) This will load the change password page as shown below:



(3) Type existing password, and then your new password two times and then click on 'Change Password' button to change your new password finally

PLEASE SAVE YOUR NEW PASSWORD IN SAFE PLACE SO THAT YOU DON'T FORGET IT OR IT IS NOT DISCLOSED TO ANYONE!

3. Logout from HIVPCSS

Please do followings to logout from HIVPCSS:

(1) After login, click on the 'Logout' link button at the top right corner of the HIVPCSS
(2) This will take you out off HIVPCSS and load login page again (for next login)

Chapter 3 – Basic Information Tab

1. Overview

This tab contains the functionalities for entering basic information that are required for the system. Such as, district, sub district, staff position category etc. All these functionalities are realized by some menus. These menus are:

(1) District
(2) Sub District
(3) Suco
(4) Position Category
(5) Organization

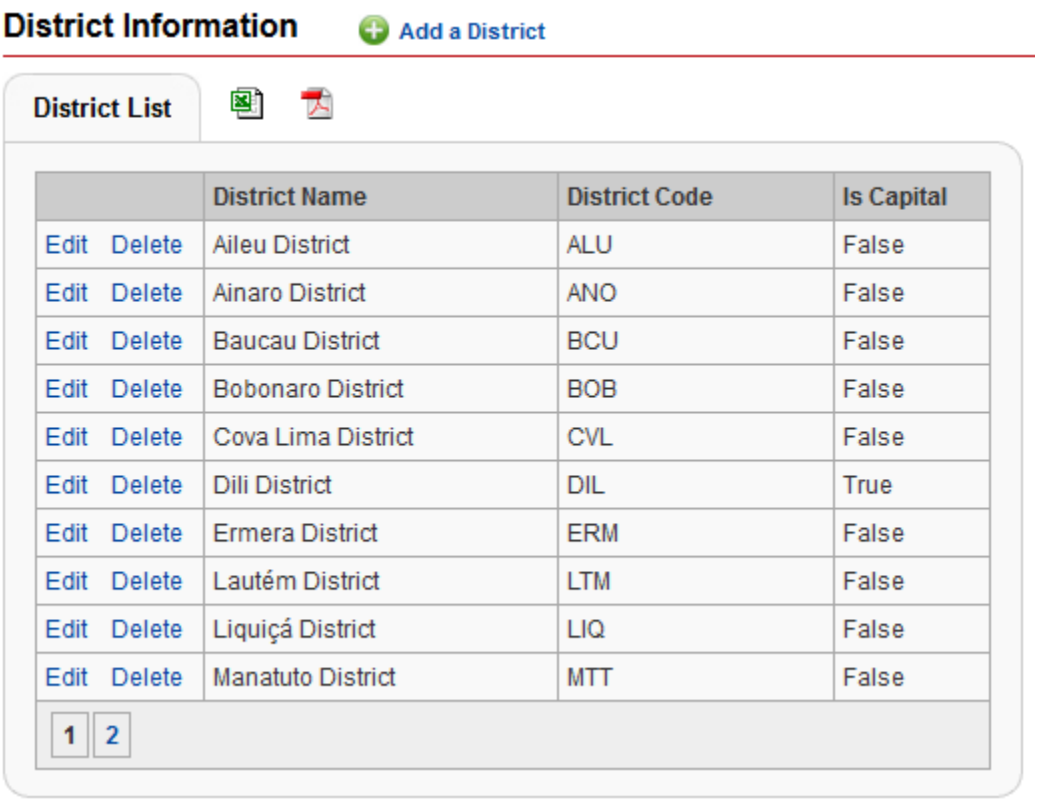
If you click on 'Basic Info' tab, you'd be able to see above menus at the left and also data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

Note that, information under this tab are usually kind of one-time setting which you'd need to enter at the beginning of starting the system. Such as, you'd probably very rarely use district menu to add a new district because in not every year you'd have a new district in your country!

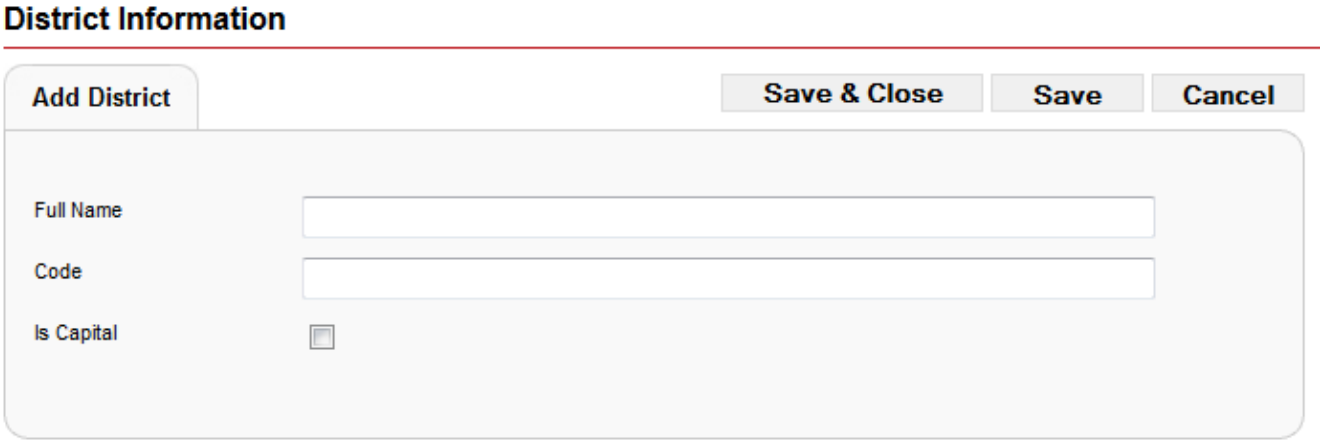
Important!
Only super user of the system can view this tab and no other user can view this tab.

2. District Menu

This menu is to set up district information. Click on 'District' menu to go to district page. You'd see all the available districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the districts. The district GV will look like:


District Information
Add a District
District List
District Name
District Code
Is Capital
Edit Delete Aileu District ALU False
Edit Delete Ainaro District ANO False
Edit Delete Baucau District BCU False
Edit Delete Bobonaro District BOB False
Edit Delete Cova Lima District CVL False
Edit Delete Dili District DIL True
Edit Delete Ermera District ERM False
Edit Delete Lautém District LTM False
Edit Delete Liquiçá District LIQ False
Edit Delete Manatuto District MTT False
1 2

In order to add a new district, do followings:
(1) Click on 'Add a District' link button
(2) You'd see below page:

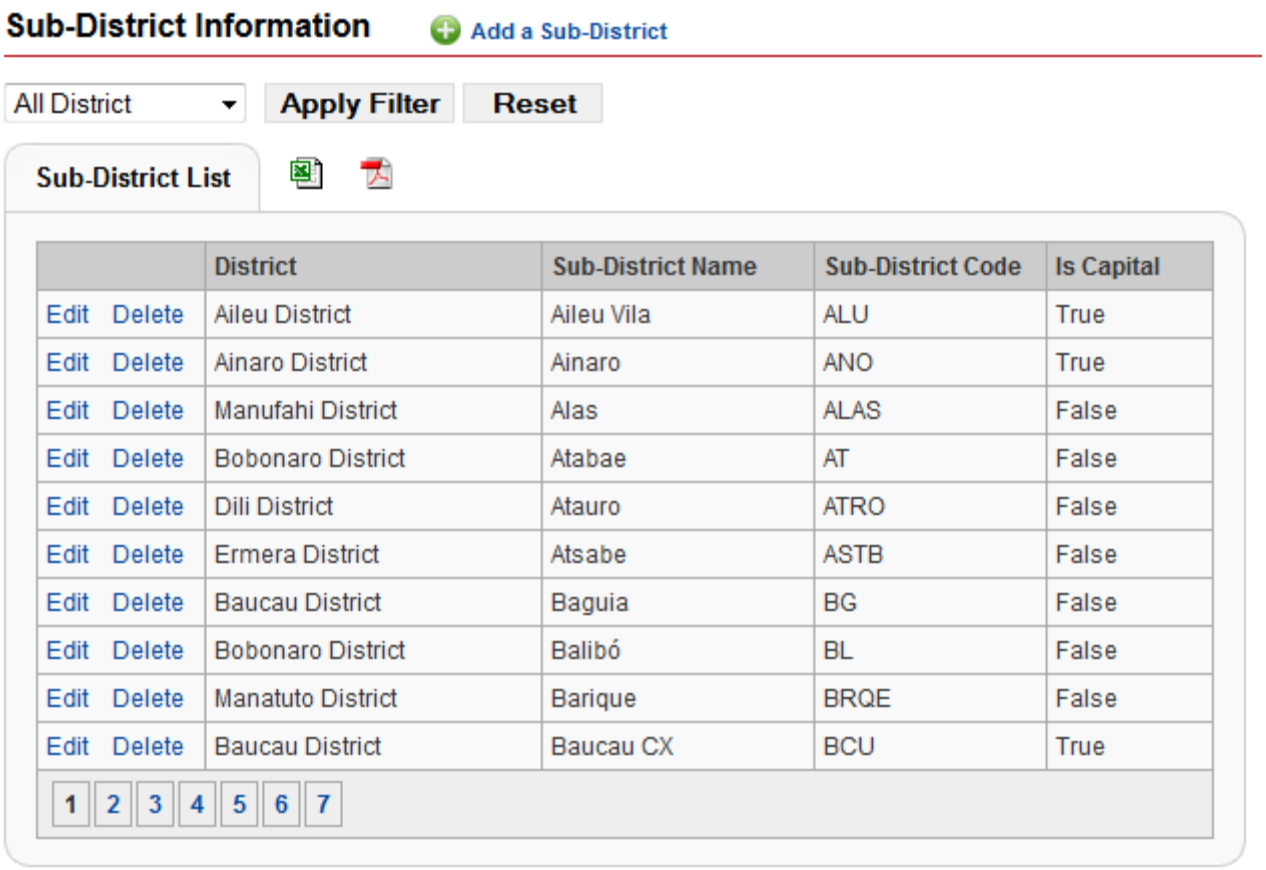


(3) Type 'Full Name', district 'Code' and then check 'Is Capital' if it is the capital of the country
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to district list GV.

3. Sub District Menu

This menu is to enter sub district information. Click on 'Sub District' menu to go to sub district page. You'd see all the available sub districts in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sub districts. The sub district GV will look like:

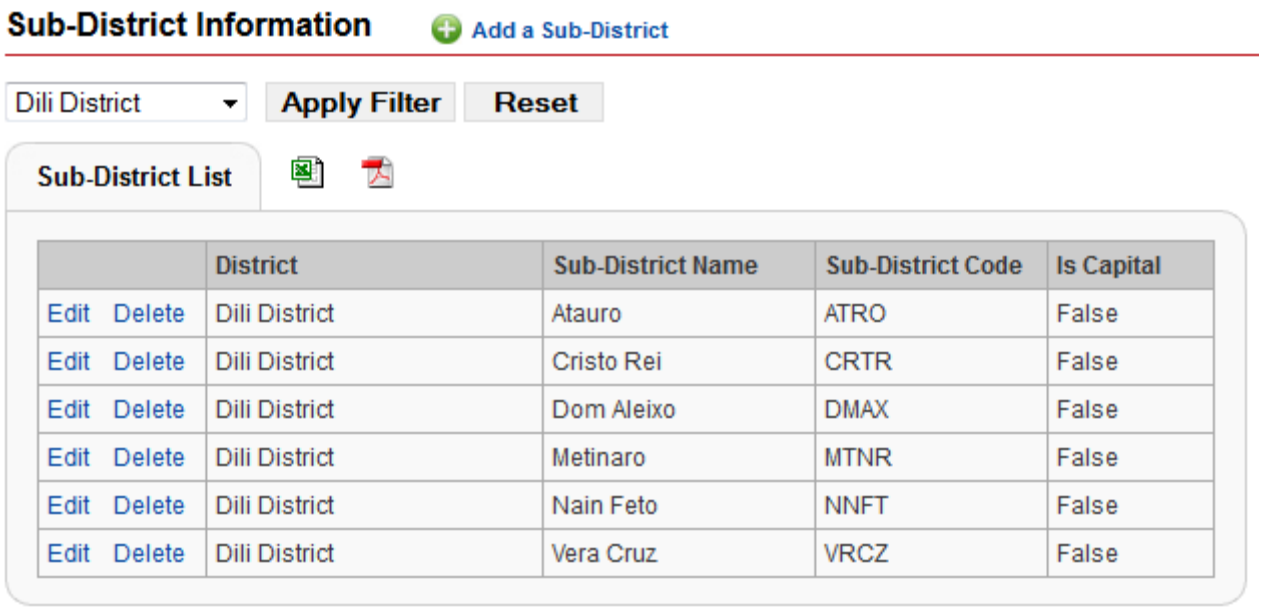


	District	Sub-District Name	Sub-District Code	Is Capital
Edit Delete	Aileu District	Aileu Vila	ALU	True
Edit Delete	Ainaro District	Ainaro	ANO	True
Edit Delete	Manufahi District	Alas	ALAS	False
Edit Delete	Bobonaro District	Atabae	AT	False
Edit Delete	Dili District	Atauro	ATRO	False
Edit Delete	Ermera District	Atsabe	ASTB	False
Edit Delete	Baucau District	Baguia	BG	False
Edit Delete	Bobonaro District	Balibó	BL	False
Edit Delete	Manatuto District	Barique	BRQE	False
Edit Delete	Baucau District	Baucau CX	BCU	True

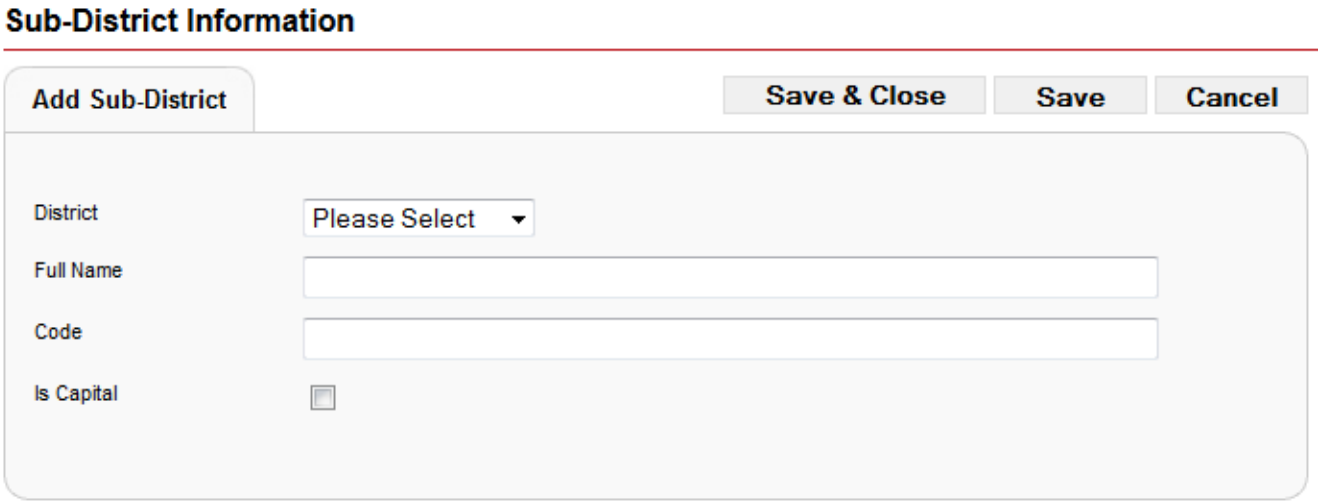
1 2 3 4 5 6 7

Note in the above GV list that, it is showing all the sub districts. At this point you may do an 'Apply Filter' to view sub district of a specific district. To do this, do followings:

(1) Select a district (say, Dili) from DDL in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all sub districts of district Dili


Sub-District Information
Add a Sub-District
Dili District
Apply Filter
Reset
Sub-District List
Edit Delete Dili District Atauro ATRO False
Edit Delete Dili District Cristo Rei CRTR False
Edit Delete Dili District Dom Aleixo DMAX False
Edit Delete Dili District Metinaro MTNR False
Edit Delete Dili District Nain Feto NNFT False
Edit Delete Dili District Vera Cruz VRCZ False

In order to add a new sub district, do followings:
(1) Click on 'Add a Sub District' link button
(2) You'd see below page:

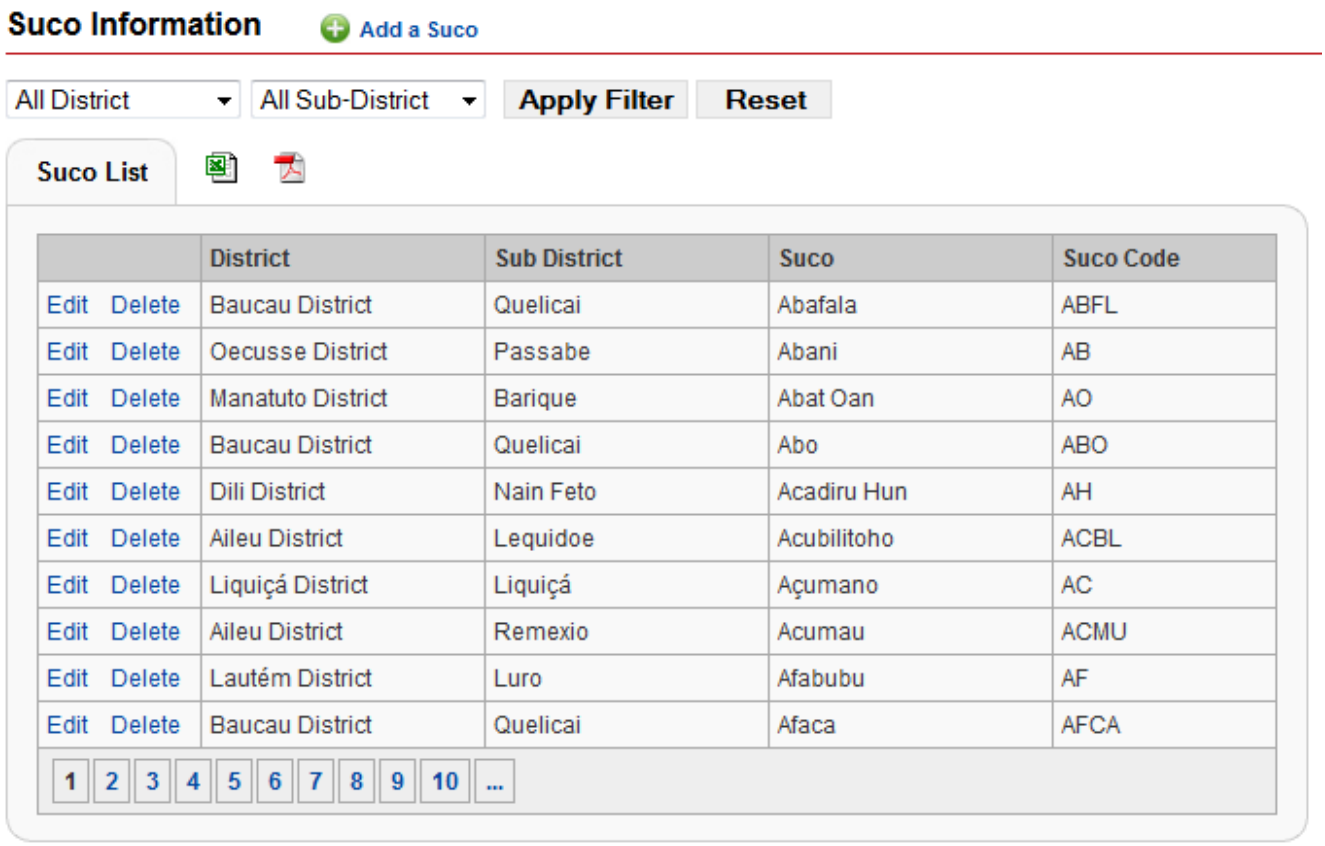


(3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new sub district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

4. Suco Menu

This menu is to enter suco information. Click on 'Suco' menu to go to suco page. You'd see all the available sucos in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the sucos. The suco GV will look like shown below:



	District	Sub District	Suco	Suco Code
Edit Delete	Baucau District	Quelicai	Abafala	ABFL
Edit Delete	Oecusse District	Passabe	Abani	AB
Edit Delete	Manatuto District	Barique	Abat Oan	AO
Edit Delete	Baucau District	Quelicai	Abo	ABO
Edit Delete	Dili District	Nain Feto	Acadiru Hun	AH
Edit Delete	Aileu District	Lequidoe	Acubilitoho	ACBL
Edit Delete	Liquiçá District	Liquiçá	Açumano	AC
Edit Delete	Aileu District	Remexio	Acumau	ACMU
Edit Delete	Lautém District	Luro	Afabubu	AF
Edit Delete	Baucau District	Quelicai	Afaca	AFCA

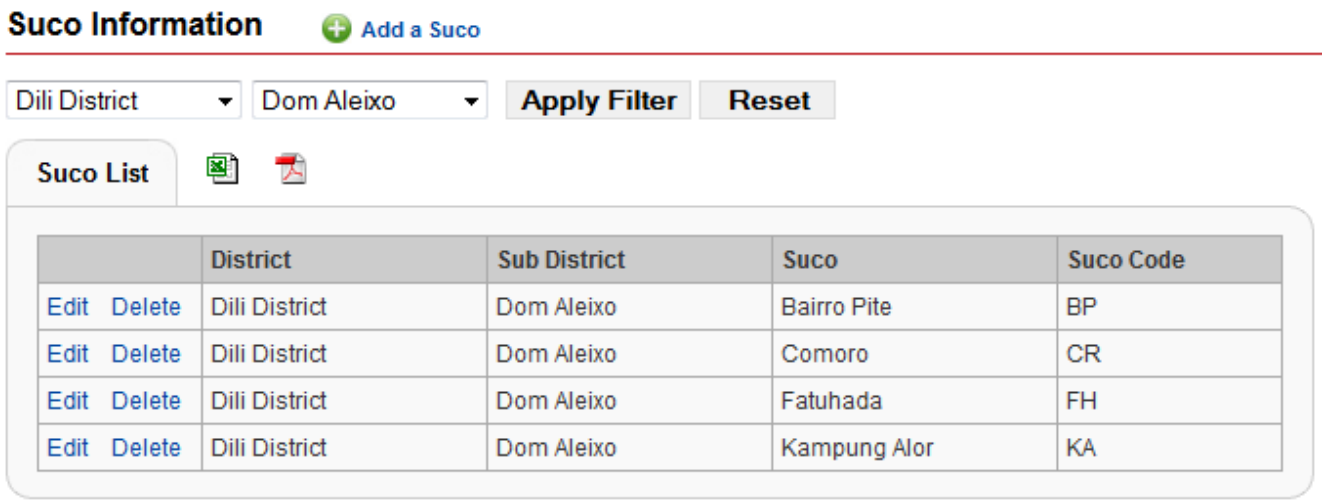
1 2 3 4 5 6 7 8 9 10 ...

Note in the above GV list that, it is showing all the sucos. At this point you may do an 'Apply Filter' to view of a specific suco under a specific district and sub district. To do this, do followings:

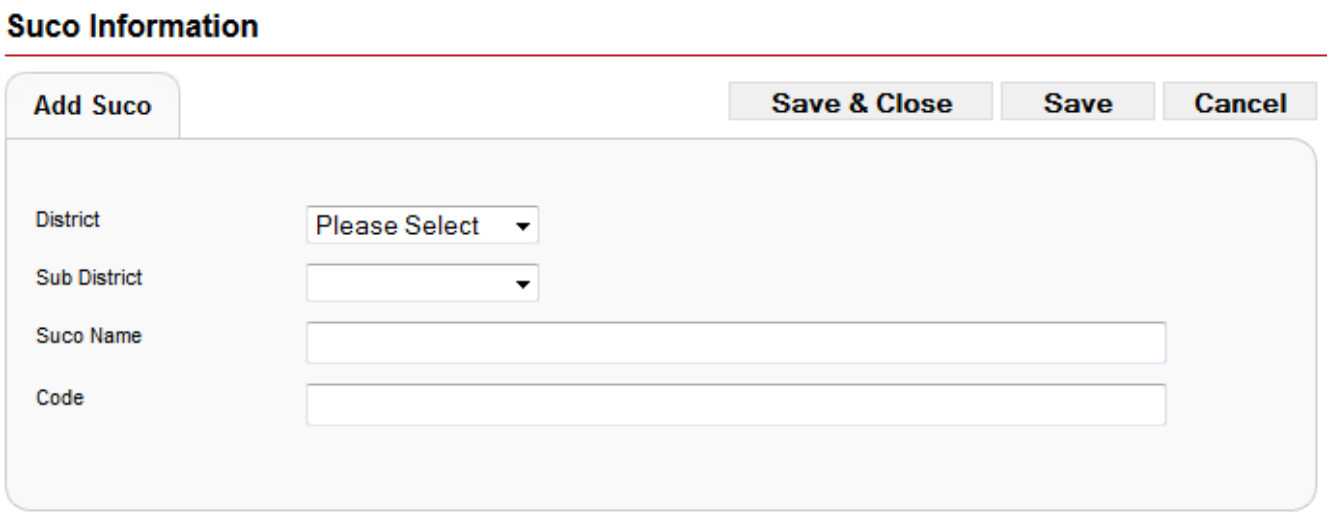
(1) Select a district (say, Dili) and a sub district (say Dom Alexio) from DDLs in the filter section

(2) Then click on 'Apply Filter'

(3) Notice that, the GV is now filled with all sub districts of district Dili



In order to add a new suco, do followings:
(1) Click on 'Add a Suco' link button
(2) You'd see below page:

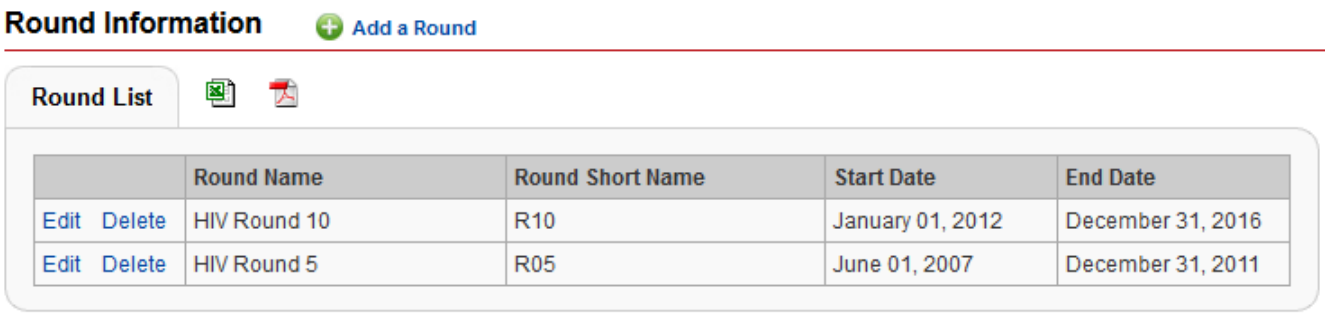


(3) Select one district under which you'd like to add this new sub district, then type 'Full Name', sub district 'Code' and then check 'Is Capital' if it is the capital of the selected district
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new suco information

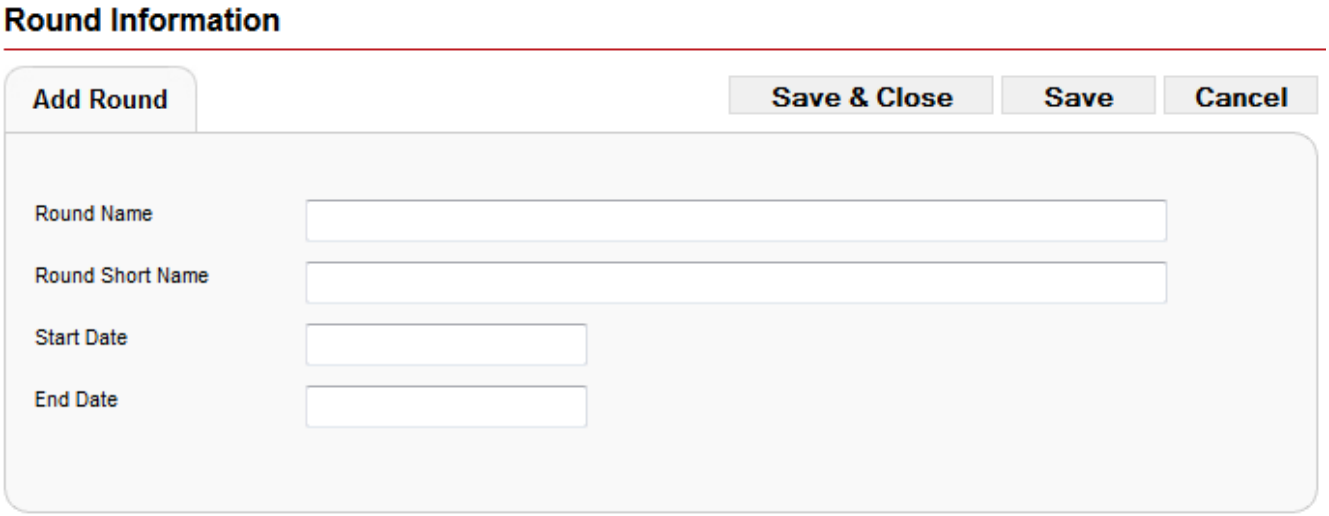
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to suco GV.

5. Program Round Menu

This menu is to set up program round information. Click on 'Program Round' menu to go to program round page. You'd see all the available rounds in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the rounds. The program round GV will look like:



In order to add a new program, do followings:
(1) Click on 'Add a Round' link button
(2) You'd see below page:

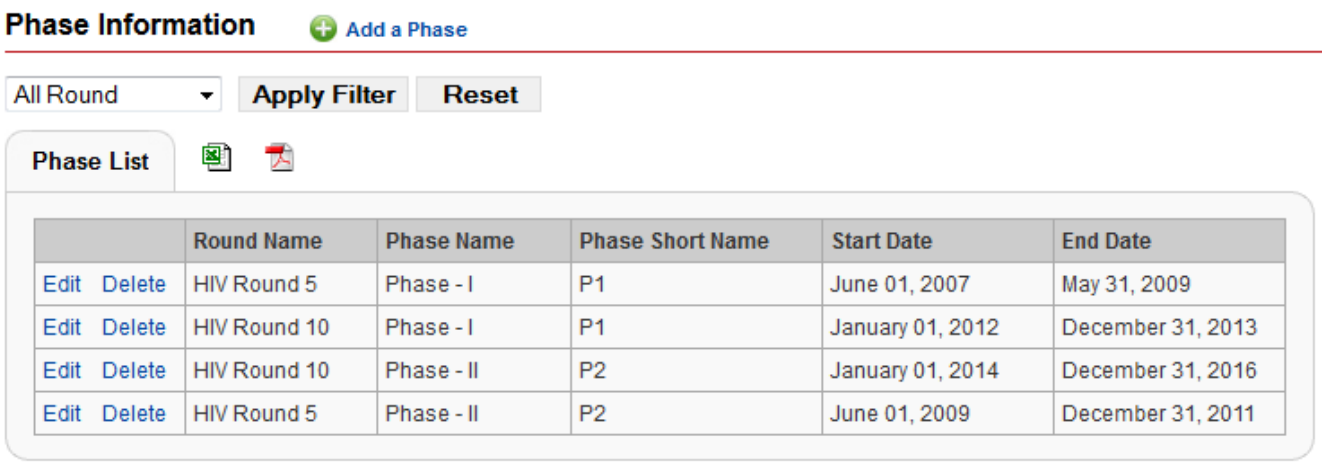


(3) Type 'Round Name', 'Round Short Name', 'Start Date', and 'End Date'
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new round information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to program round GV.

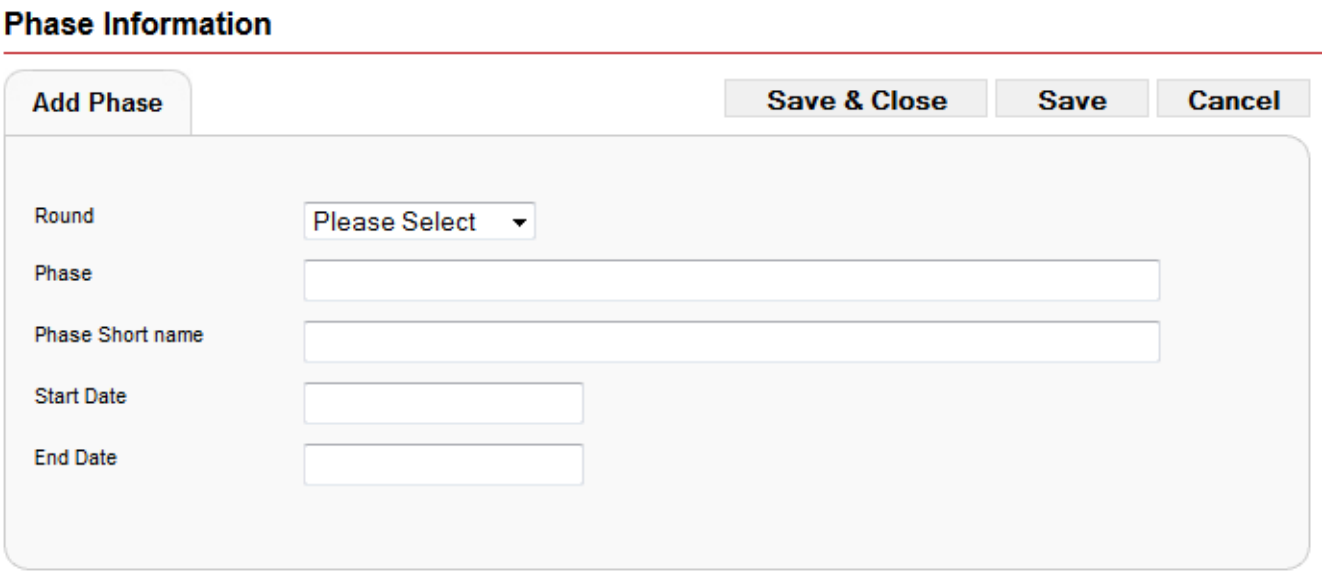
6. Program Phase Menu

This menu is to set up program phase information. Click on 'Program Phase' menu to go to program phase page. You'd see all the available phases in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the phases. The program phase GV will look like:



	Round Name	Phase Name	Phase Short Name	Start Date	End Date
Edit Delete	HIV Round 5	Phase - I	P1	June 01, 2007	May 31, 2009
Edit Delete	HIV Round 10	Phase - I	P1	January 01, 2012	December 31, 2013
Edit Delete	HIV Round 10	Phase - II	P2	January 01, 2014	December 31, 2016
Edit Delete	HIV Round 5	Phase - II	P2	June 01, 2009	December 31, 2011

In order to add a new program, do followings:
(1) Click on 'Add a Phase' link button
(2) You'd see below page:

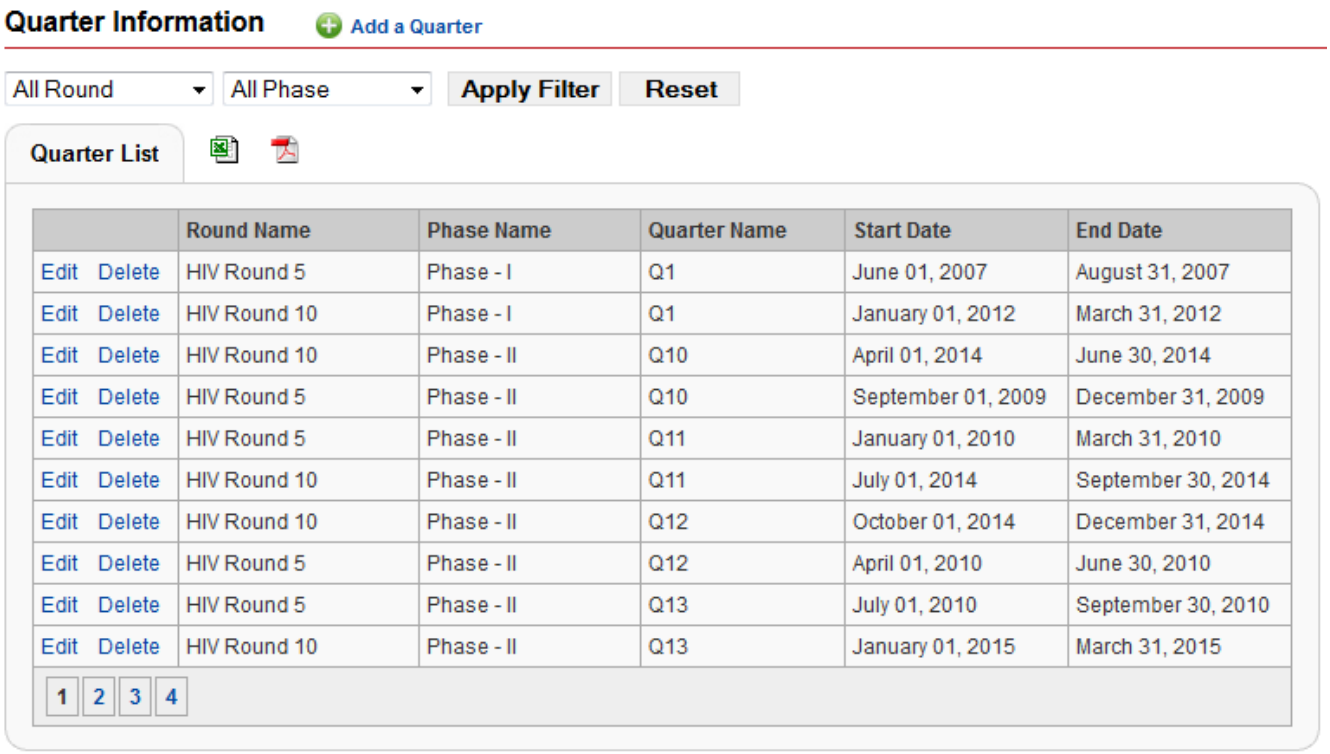


(3) Select a 'Round', 'Phase', 'Phase Short Name', 'Start Date', and 'End Date'
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new phase information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to program phase GV.

7. Program Quarter Menu

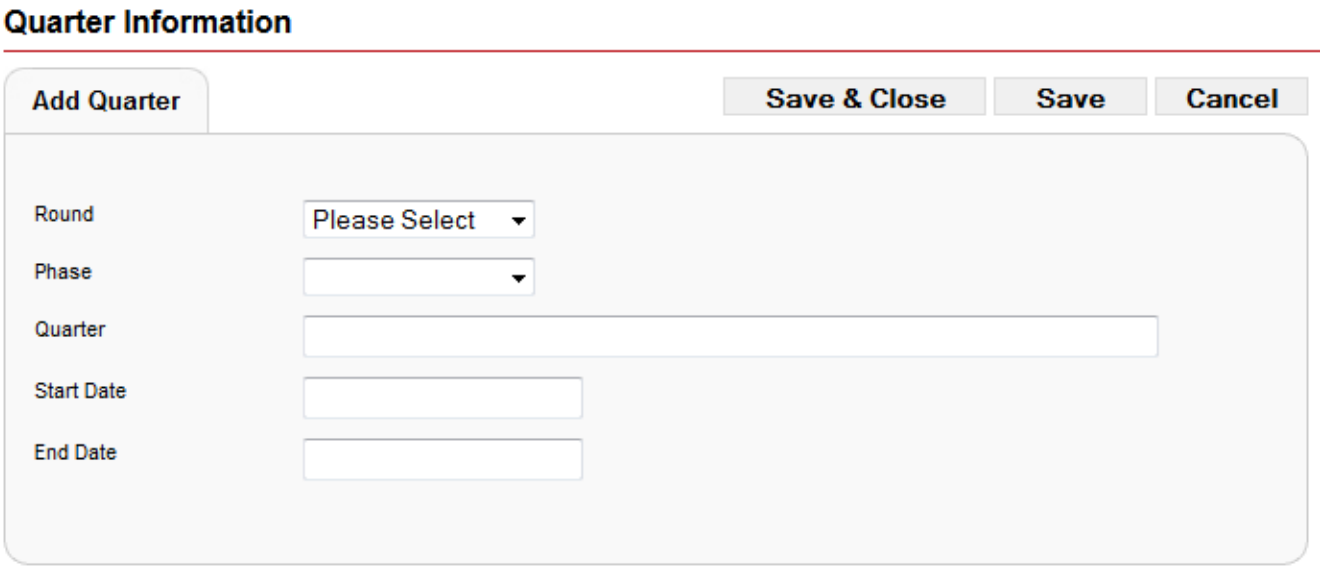
This menu is to set up program quarter information. Click on 'Program Quarter' menu to go to program quarter page. You'd see all the available quarters in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the quraters. The program quarter GV will look like:



	Round Name	Phase Name	Quarter Name	Start Date	End Date
Edit Delete	HIV Round 5	Phase - I	Q1	June 01, 2007	August 31, 2007
Edit Delete	HIV Round 10	Phase - I	Q1	January 01, 2012	March 31, 2012
Edit Delete	HIV Round 10	Phase - II	Q10	April 01, 2014	June 30, 2014
Edit Delete	HIV Round 5	Phase - II	Q10	September 01, 2009	December 31, 2009
Edit Delete	HIV Round 5	Phase - II	Q11	January 01, 2010	March 31, 2010
Edit Delete	HIV Round 10	Phase - II	Q11	July 01, 2014	September 30, 2014
Edit Delete	HIV Round 10	Phase - II	Q12	October 01, 2014	December 31, 2014
Edit Delete	HIV Round 5	Phase - II	Q12	April 01, 2010	June 30, 2010
Edit Delete	HIV Round 5	Phase - II	Q13	July 01, 2010	September 30, 2010
Edit Delete	HIV Round 10	Phase - II	Q13	January 01, 2015	March 31, 2015

1 2 3 4

In order to add a new program, do followings:
(1) Click on 'Add a Quarter' link button
(2) You'd see below page:

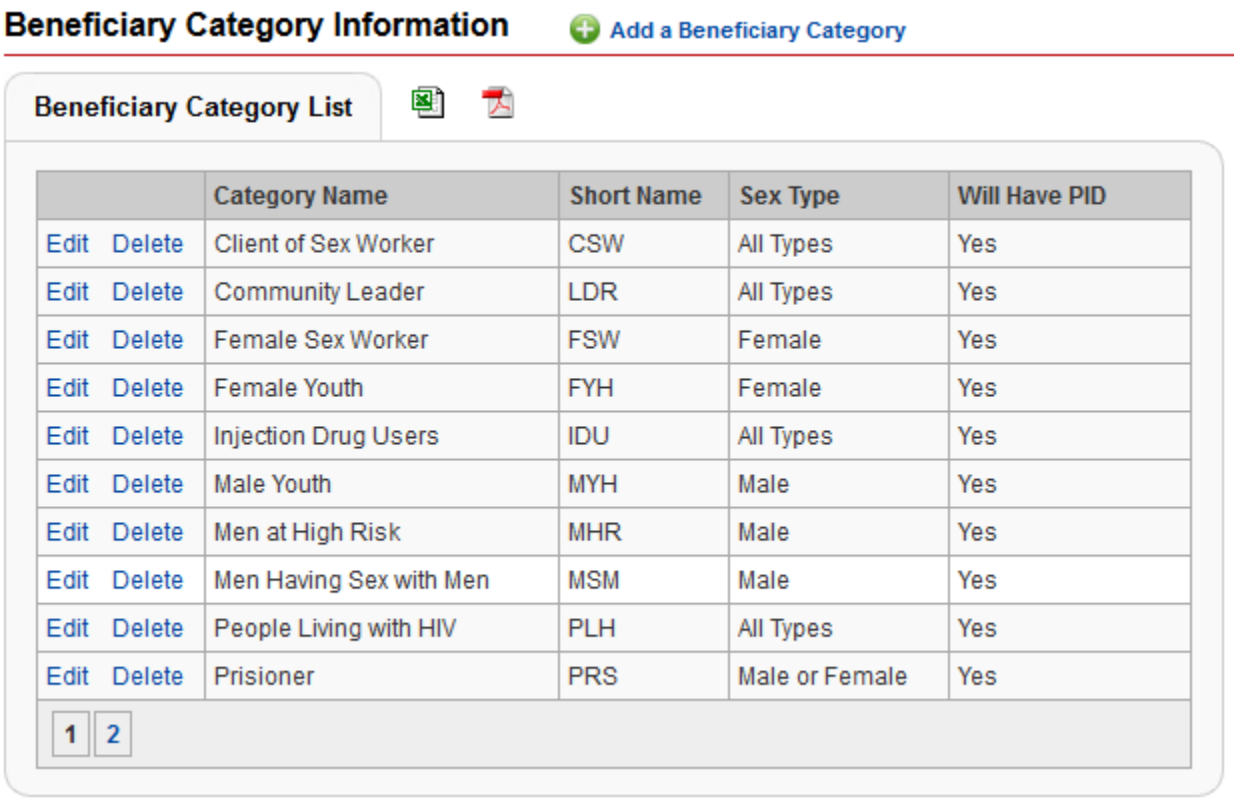


(3) Select a 'Round', 'Phase', and then type 'Quarter' name, 'Start Date', and 'End Date'
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new quarter information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to program quarter GV.

8. Beneficiary Category

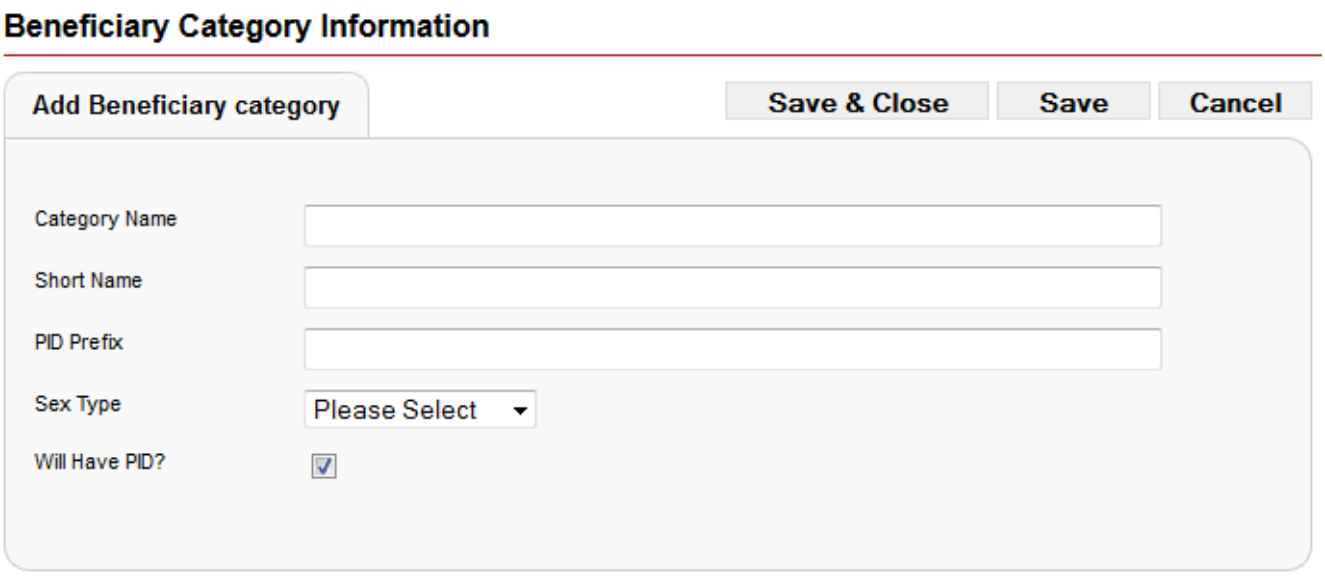
This menu is to set up beneficiary category information. Click on 'Beneficiary Category' menu to go to beneficiary category page. You'd see all the available categories in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the beneficiary categories. The beneficiary category GV will look like:


Beneficiary Category Information
Add a Beneficiary Category
Beneficiary Category List
Category Name
Short Name
Sex Type
Will Have PID
Edit Delete Client of Sex Worker CSW All Types Yes
Edit Delete Community Leader LDR All Types Yes
Edit Delete Female Sex Worker FSW Female Yes
Edit Delete Female Youth FYH Female Yes
Edit Delete Injection Drug Users IDU All Types Yes
Edit Delete Male Youth MYH Male Yes
Edit Delete Men at High Risk MHR Male Yes
Edit Delete Men Having Sex with Men MSM Male Yes
Edit Delete People Living with HIV PLH All Types Yes
Edit Delete Prisioner PRS Male or Female Yes
1 2

In order to add a new position category, do followings:

(1) Click on 'Add a Beneficiary Category' link button

(2) You'd see below page:



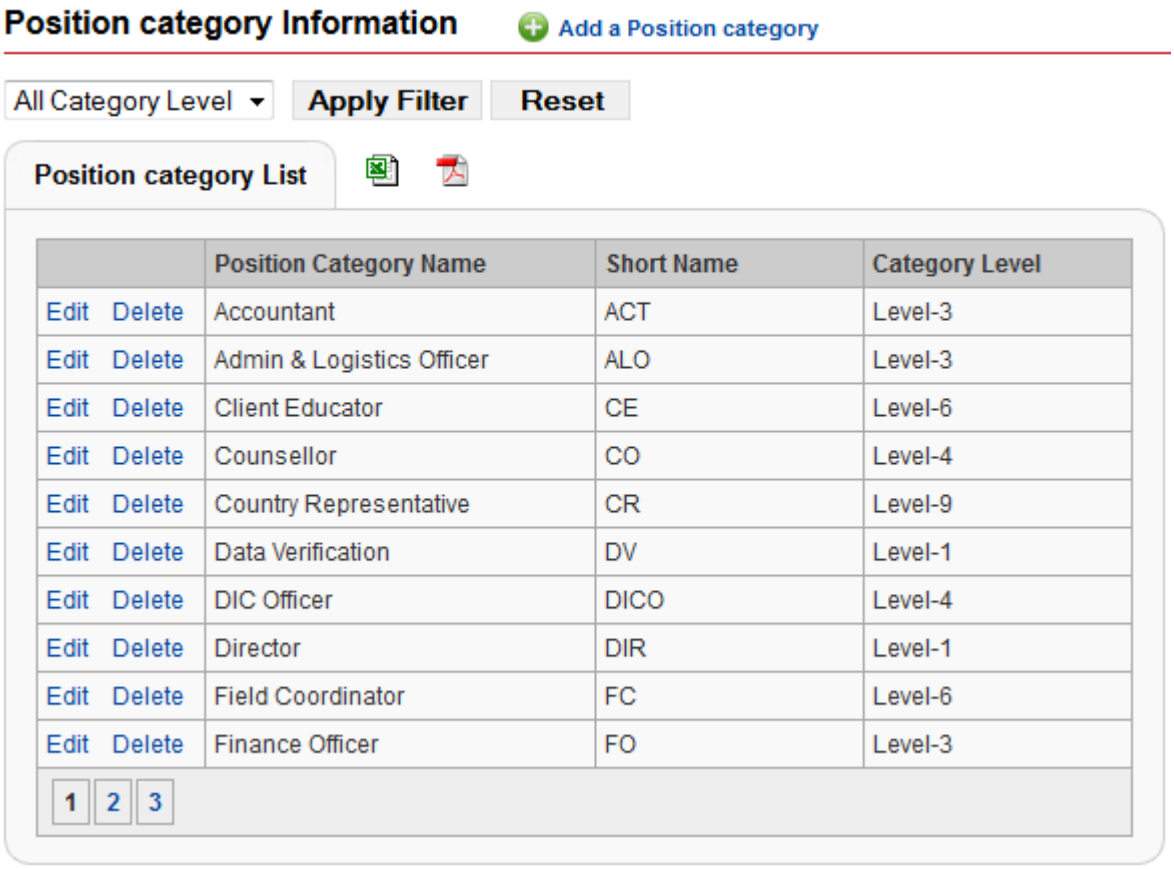
(3) Type 'Category Name', 'Short Name', 'PID Prefix', 'Sex Type', and 'Will Have PID?'

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new beneficiary category information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to sub district list GV.

9. Position Category

This menu is to set up staffs' position category information. Click on 'Position Category' menu to go to staffs' position category page. You'd see all the available staffs' positions in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the staffs' positions. The staffs' position category GV will look like:



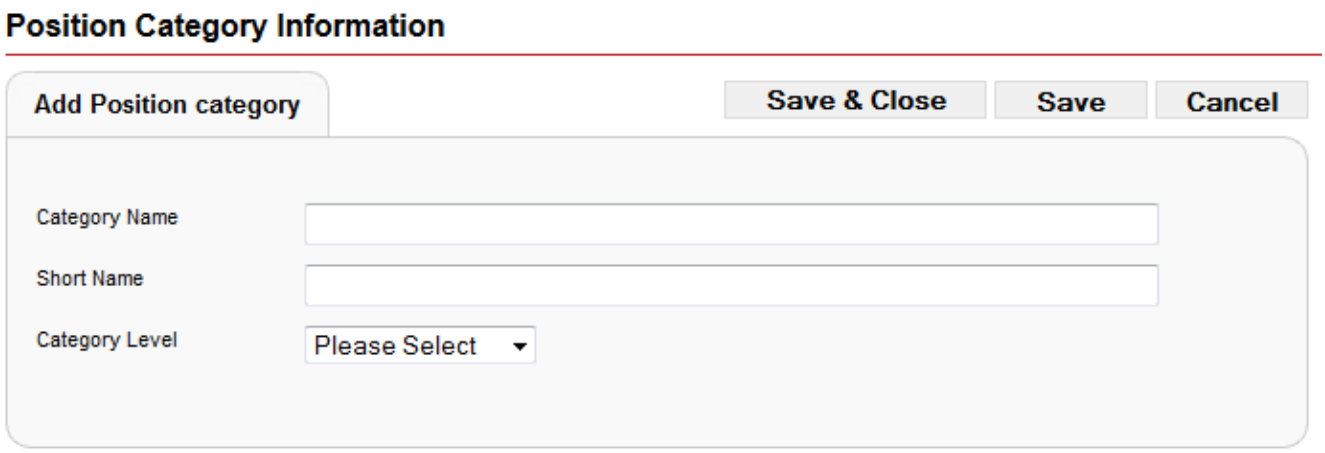
	Position Category Name	Short Name	Category Level
Edit Delete	Accountant	ACT	Level-3
Edit Delete	Admin & Logistics Officer	ALO	Level-3
Edit Delete	Client Educator	CE	Level-6
Edit Delete	Counsellor	CO	Level-4
Edit Delete	Country Representative	CR	Level-9
Edit Delete	Data Verification	DV	Level-1
Edit Delete	DIC Officer	DICO	Level-4
Edit Delete	Director	DIR	Level-1
Edit Delete	Field Coordinator	FC	Level-6
Edit Delete	Finance Officer	FO	Level-3

1 2 3

In order to add a new position category, do followings:

(5) Click on 'Add a Position Category' link button

(6) You'd see below page:

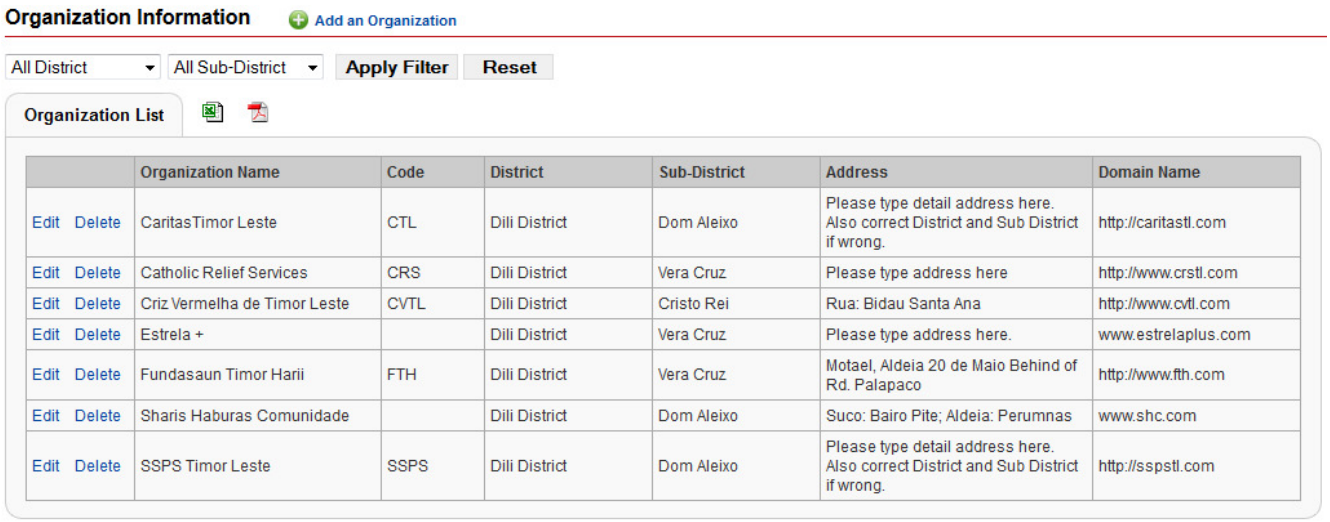


(7) Type 'Category Name', 'Short Name', and 'Category Level'
(8) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to position category GV.

10. Organization

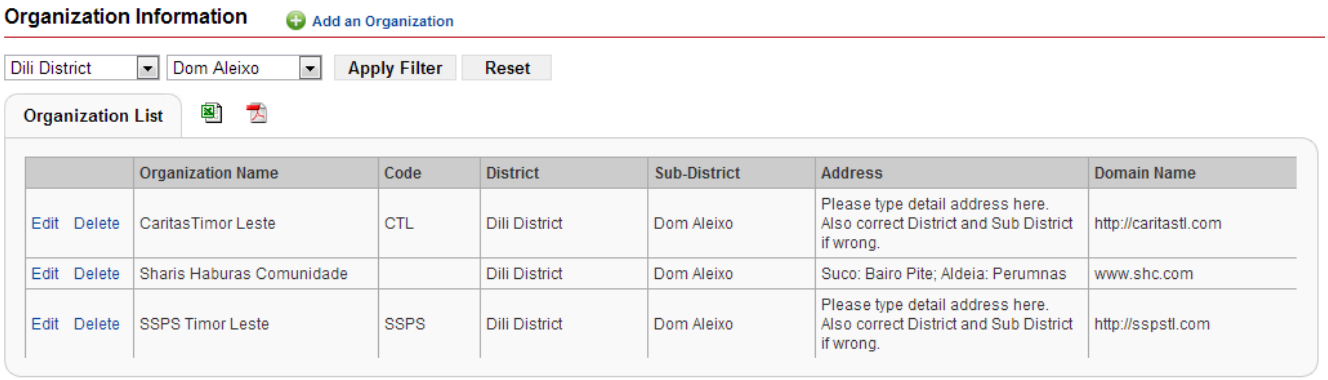
This menu is to enter organization's information. Click on 'Organization' to go to organization page. You'd see all the available organizations in the GV list. You may see paging depending on amount of record i.e. you may need to go to multiple pages to view all the organizations. The staffs' position category GV will look like:



	Organization Name	Code	District	Sub-District	Address	Domain Name
Edit Delete	CaritasTimor Leste	CTL	Dili District	Dom Aleixo	Please type detail address here. Also correct District and Sub District if wrong.	http://caritastl.com
Edit Delete	Catholic Relief Services	CRS	Dili District	Vera Cruz	Please type address here	http://www.crstl.com
Edit Delete	Criz Vermelha de Timor Leste	CVTL	Dili District	Cristo Rei	Rua: Bidau Santa Ana	http://www.cvtl.com
Edit Delete	Estrela +		Dili District	Vera Cruz	Please type address here.	www.estrelaplus.com
Edit Delete	Fundasaun Timor Harii	FTH	Dili District	Vera Cruz	Motael, Aldeia 20 de Maio Behind of Rd. Palapaco	http://www.fth.com
Edit Delete	Sharis Haburas Comunidade		Dili District	Dom Aleixo	Suco: Bairo Pite; Aldeia: Perumnas	www.shc.com
Edit Delete	SSPS Timor Leste	SSPS	Dili District	Dom Aleixo	Please type detail address here. Also correct District and Sub District if wrong.	http://sspstl.com

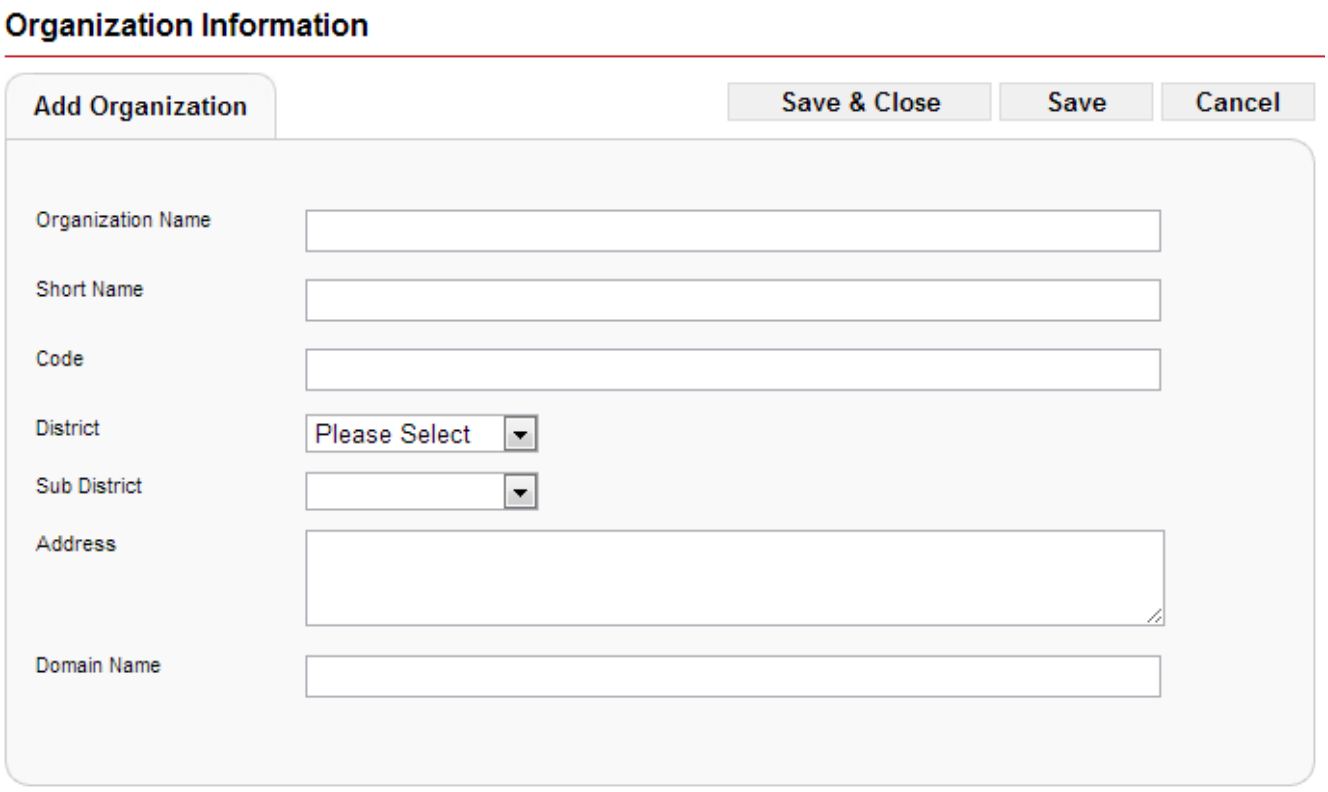
At this point you may do an 'Apply Filter' to view organizations as per district, sub district, and service type. To do this, do followings:

(1) Select a district (say, Dili) and a sub district (say, Dom Alexio) from DDLs in the filter section
(2) Then click on 'Apply Filter'
(3) Notice that, the GV is now filled with all organizations under district Dili and sub district Dom Alexio



	Organization Name	Code	District	Sub-District	Address	Domain Name
Edit Delete	CaritasTimor Leste	CTL	Dili District	Dom Aleixo	Please type detail address here. Also correct District and Sub District if wrong.	http://caritastl.com
Edit Delete	Sharis Haburas Comunidade		Dili District	Dom Aleixo	Suco: Bairo Pite; Aldeia: Perumnas	www.shc.com
Edit Delete	SSPS Timor Leste	SSPS	Dili District	Dom Aleixo	Please type detail address here. Also correct District and Sub District if wrong.	http://sspstl.com

In order to add a new organization, do followings:
(1) Click on 'Add an Organization' link button
(2) You'd see below page:



(3) Type or select below information:
Organization Name*: Name of the organization.
Short Name: Short name of the organization.

Code: Code of the organization.
District*: The district where you want to add this organization.
Sub District*: The sub district where you want to add this organization.
Address*: Detail address of the organization.
Domain Name: Domain name of the organization.

Important!
Field with * marking is a mandatory field that must be provided to save an organization. If you don't provide that information, system will not save the organization and will show error message in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new organization information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to organization GV.

Chapter 4 – Program Basic Information Tab

1. Overview

This tab contains the functionalities for entering organization specific program basic information; such as, organization's offices, drop in centers, rest homes, dispensers etc. All these functionalities are realized by some menus. These menus are:

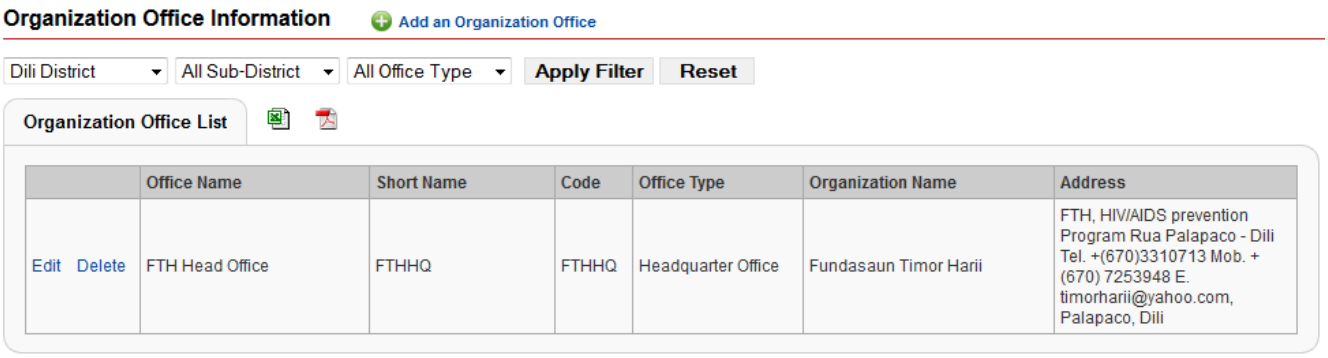
(1) Organization Office
(2) Drop in Centers
(3) Dispensers
(4) Outreach Session Topics
(5) Basic Package Details
(6) Program Events
(7) Even Topic

If you click on 'Program Basic Information' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

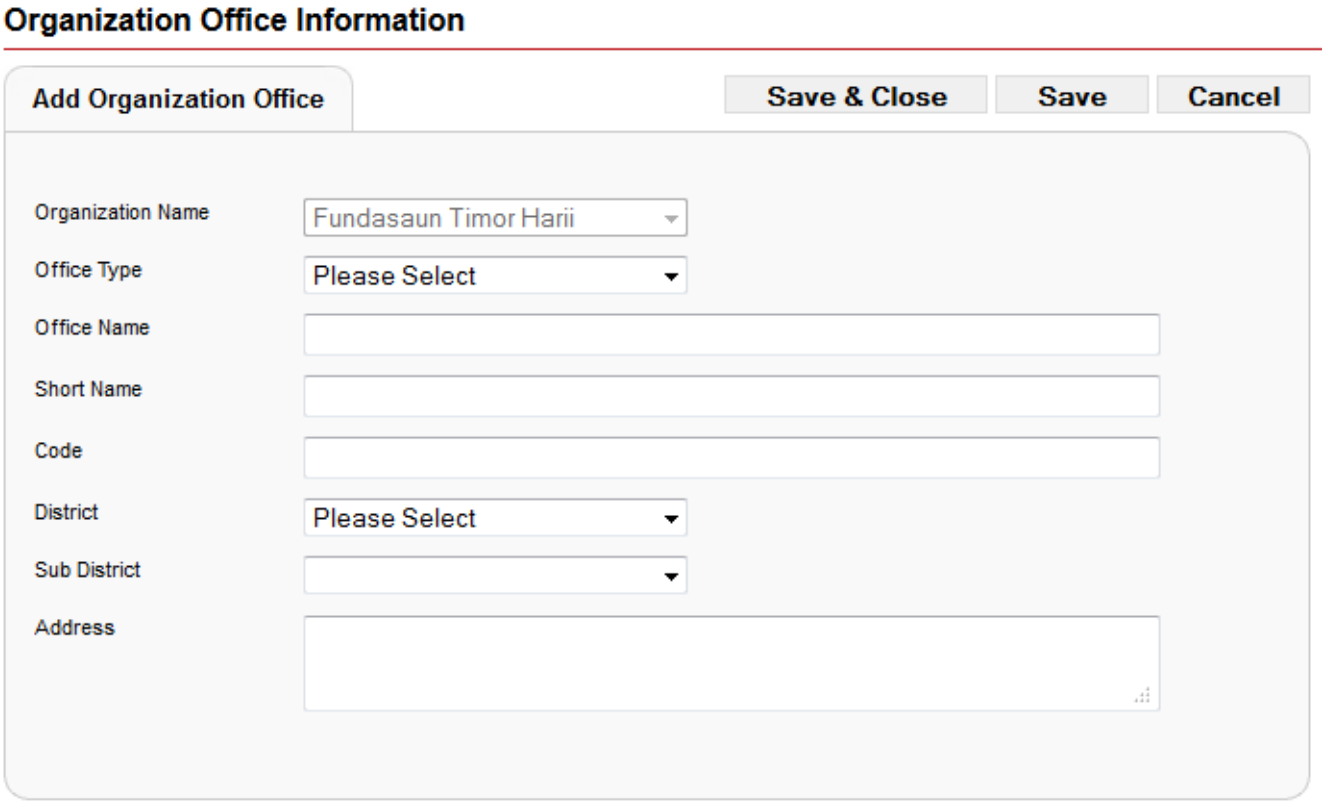
2. Organization Office Menu

This menu is to enter office details of an organization. Click on 'Organization Office' menu to go to organization office page. To see the list a particular office do followings:

(1) Select a district (say, Dili) and then click on 'Apply Filter' button.
(2) This will list all the offices from district Dili.
(3) The page will look like as shown below:



In order to add a new office, do followings:
(1) Click on 'Add an Organization Office' link button
(2) You'd see below page:



(3) Notice that, you cannot click on first text box i.e. Organization Name. This is because this box is used by system.

(4) Type or select below information:
Office Type*: Type of office.
Office Name*: Name of office.
Short Name: Short name of office.
Code: Code of the office.
District*: District where office is located.

Sub District*: Sub district where office is located.
Address: Detail address of the office.

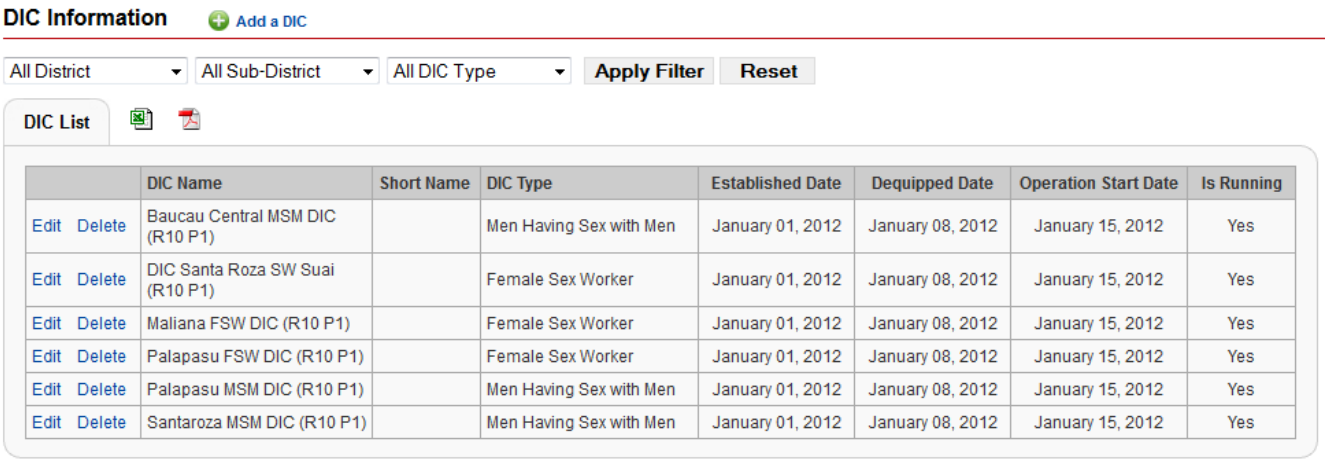
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new district information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

3. Drop in Center (DIC) Menu

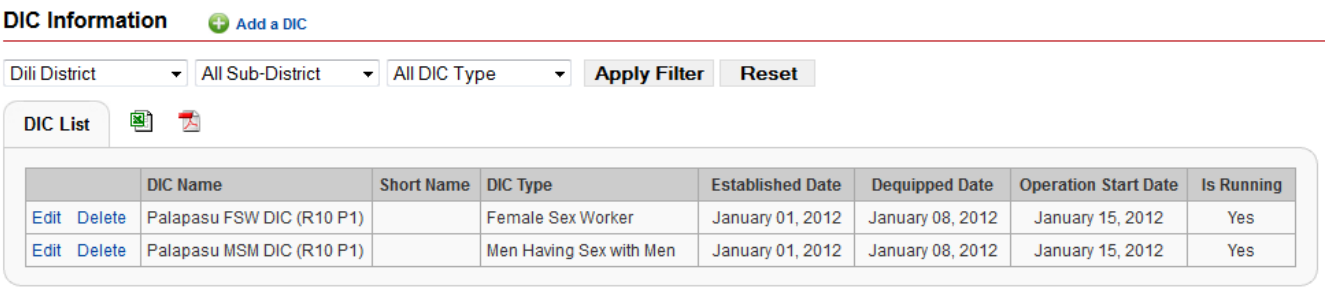
This menu is to enter drop in center details of an organization. Click on 'Drop In Center' menu to go to drop in center page. The GV will look like below:



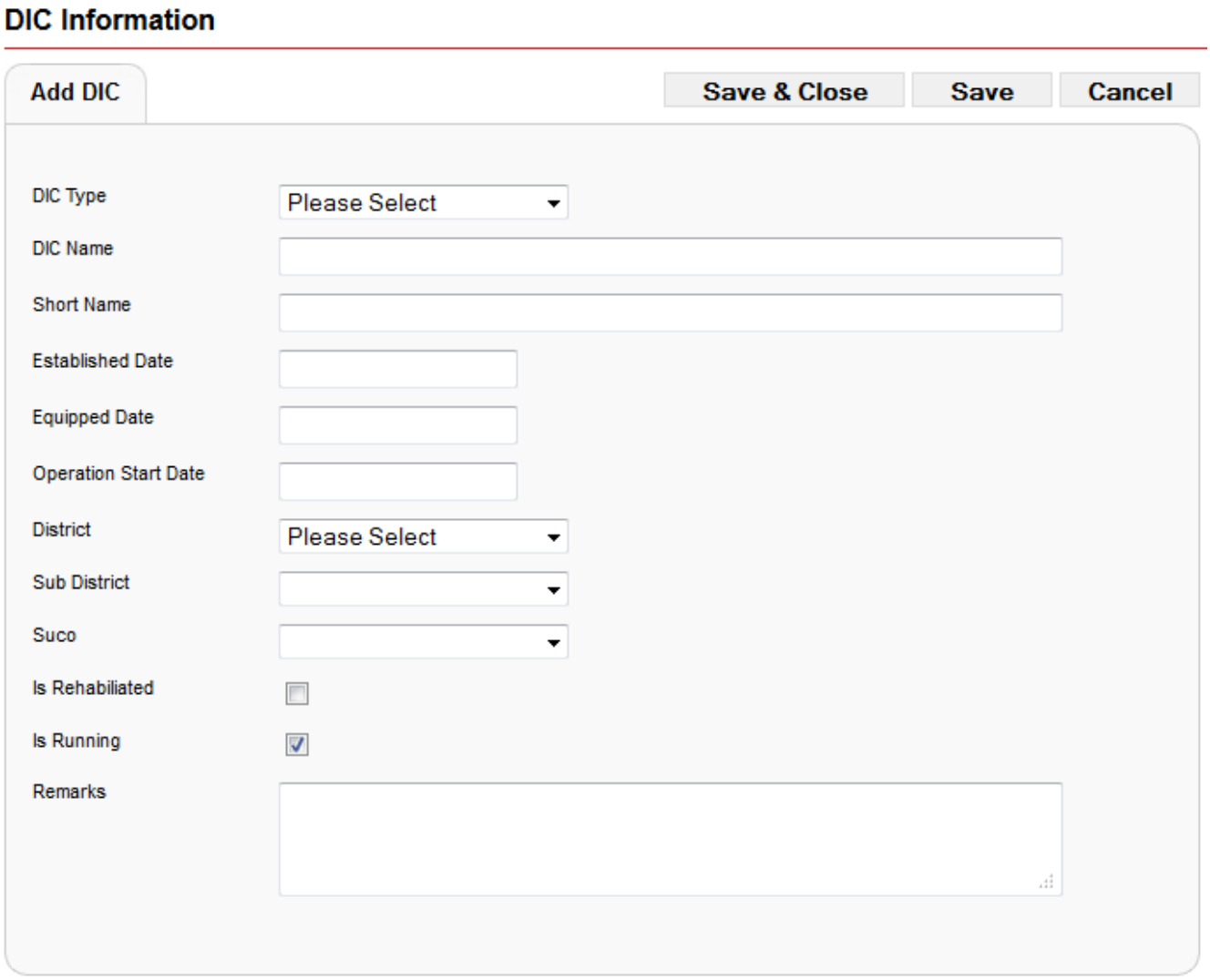
	DIC Name	Short Name	DIC Type	Established Date	Dequipped Date	Operation Start Date	Is Running
Edit Delete	Baucau Central MSM DIC (R10 P1)		Men Having Sex with Men	January 01, 2012	January 08, 2012	January 15, 2012	Yes
Edit Delete	DIC Santa Roza SW Suai (R10 P1)		Female Sex Worker	January 01, 2012	January 08, 2012	January 15, 2012	Yes
Edit Delete	Maliana FSW DIC (R10 P1)		Female Sex Worker	January 01, 2012	January 08, 2012	January 15, 2012	Yes
Edit Delete	Palapasu FSW DIC (R10 P1)		Female Sex Worker	January 01, 2012	January 08, 2012	January 15, 2012	Yes
Edit Delete	Palapasu MSM DIC (R10 P1)		Men Having Sex with Men	January 01, 2012	January 08, 2012	January 15, 2012	Yes
Edit Delete	Santaroza MSM DIC (R10 P1)		Men Having Sex with Men	January 01, 2012	January 08, 2012	January 15, 2012	Yes

To see the list of particular drop in centers do followings:

(1) Select a district (say, Dili) and then click on 'Apply Filter' button.
(2) This will list all the drop in centers from district Dili.
(3) The page will look like as shown below:



In order to add a new office, do followings:
(1) Click on 'Add a DIC' link button
(2) You'd see below page:



(3) Type or select below information:
DIC Type*: Type of drop in center.
DIC Name*: Name of drop in center.
Short Name: Short name of drop in center.

Establishment Date: Date when drop in center was established.
Equipped Date: Date when drop in center was equipped.
Operation Start Date: Date when operation of drop in center was started.
District*: District where DIC is located.
Sub District*: Sub district where DIC is located.
Suco: Suco where DIC is located.

Is Rehabilitated: Check if the DIS was rehabilitated.
Is Running: Check if the DIC is running.

Remarks: Write any other information that is not mentioned above.

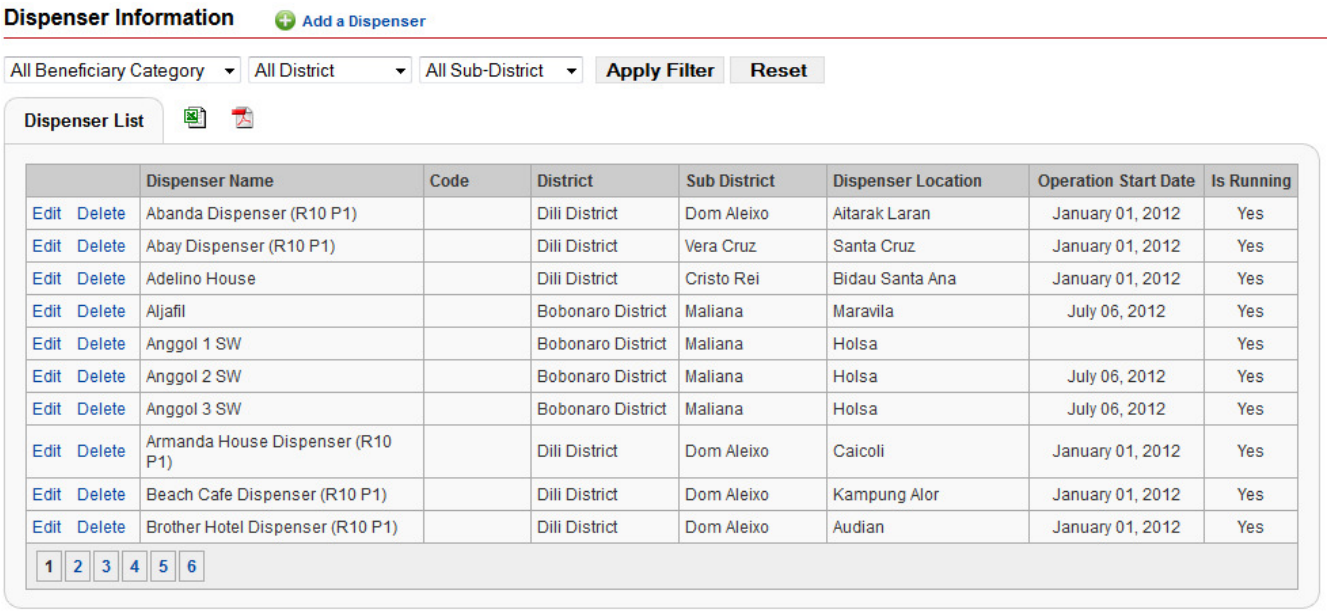
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new DIC information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

4. Dispensers Menu

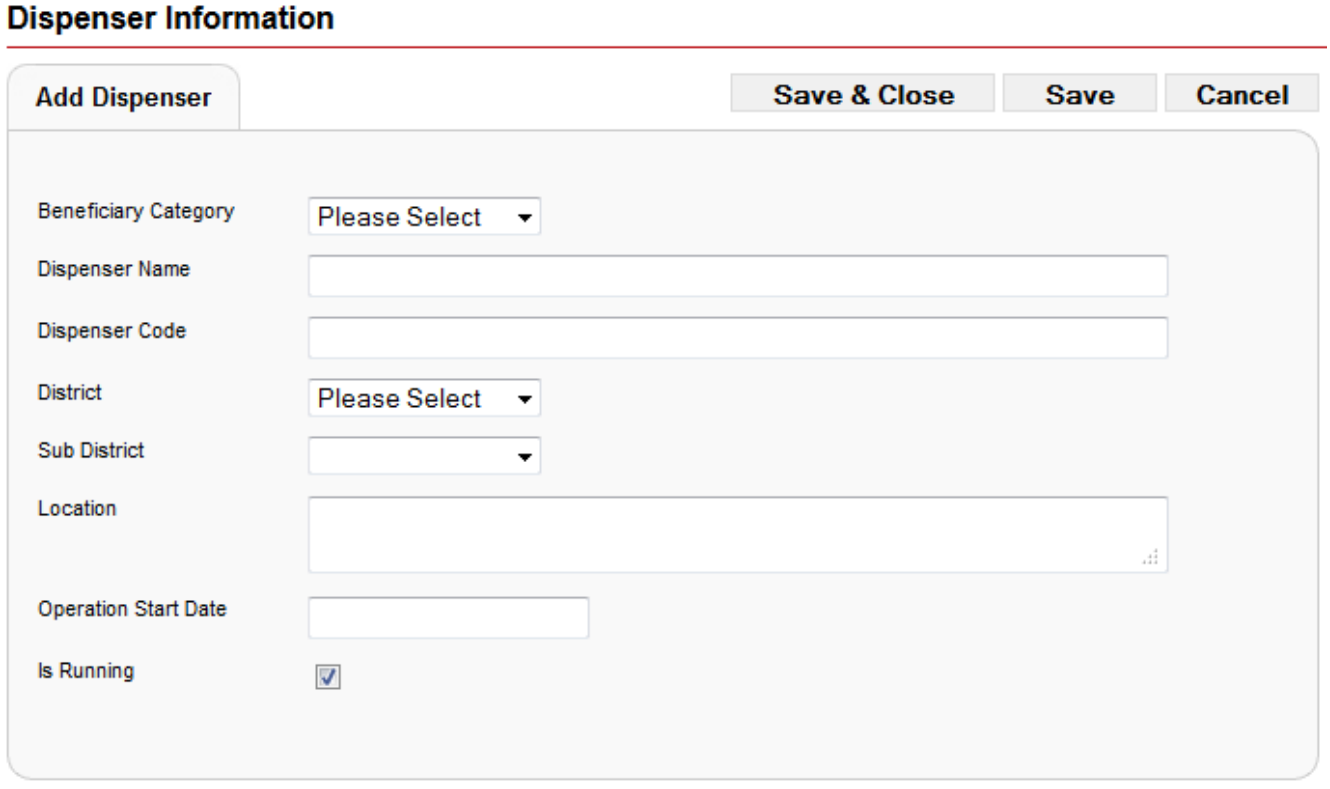
This menu is to enter dispenser details of an organization. Click on 'Dispensers' menu to go to dispenser list page. The GV will look like below:



	Dispenser Name	Code	District	Sub District	Dispenser Location	Operation Start Date	Is Running
Edit Delete	Abanda Dispenser (R10 P1)		Dili District	Dom Aleixo	Aitarak Laran	January 01, 2012	Yes
Edit Delete	Abay Dispenser (R10 P1)		Dili District	Vera Cruz	Santa Cruz	January 01, 2012	Yes
Edit Delete	Adelino House		Dili District	Cristo Rei	Bidau Santa Ana	January 01, 2012	Yes
Edit Delete	Aljafil		Bobonaro District	Maliana	Maravila	July 06, 2012	Yes
Edit Delete	Anggol 1 SW		Bobonaro District	Maliana	Holsa		Yes
Edit Delete	Anggol 2 SW		Bobonaro District	Maliana	Holsa	July 06, 2012	Yes
Edit Delete	Anggol 3 SW		Bobonaro District	Maliana	Holsa	July 06, 2012	Yes
Edit Delete	Armanda House Dispenser (R10 P1)		Dili District	Dom Aleixo	Caicoli	January 01, 2012	Yes
Edit Delete	Beach Cafe Dispenser (R10 P1)		Dili District	Dom Aleixo	Kampung Alor	January 01, 2012	Yes
Edit Delete	Brother Hotel Dispenser (R10 P1)		Dili District	Dom Aleixo	Audian	January 01, 2012	Yes

1 2 3 4 5 6

In order to add a new dispenser, do followings:
(1) Click on 'Add a Dispenser' link button
(2) You'd see below page:



(3) Type or select below information:
Beneficiary Category: Beneficiary category for which dispenser is applicable.
Dispenser Name*: Name of dispenser.

Dispenser Code: Code of dispenser.
District*: District where dispenser is located.
Sub District*: Sub district where dispenser is located.
Location: Location where dispenser is located.
Operation Start Date: Start date of operation.

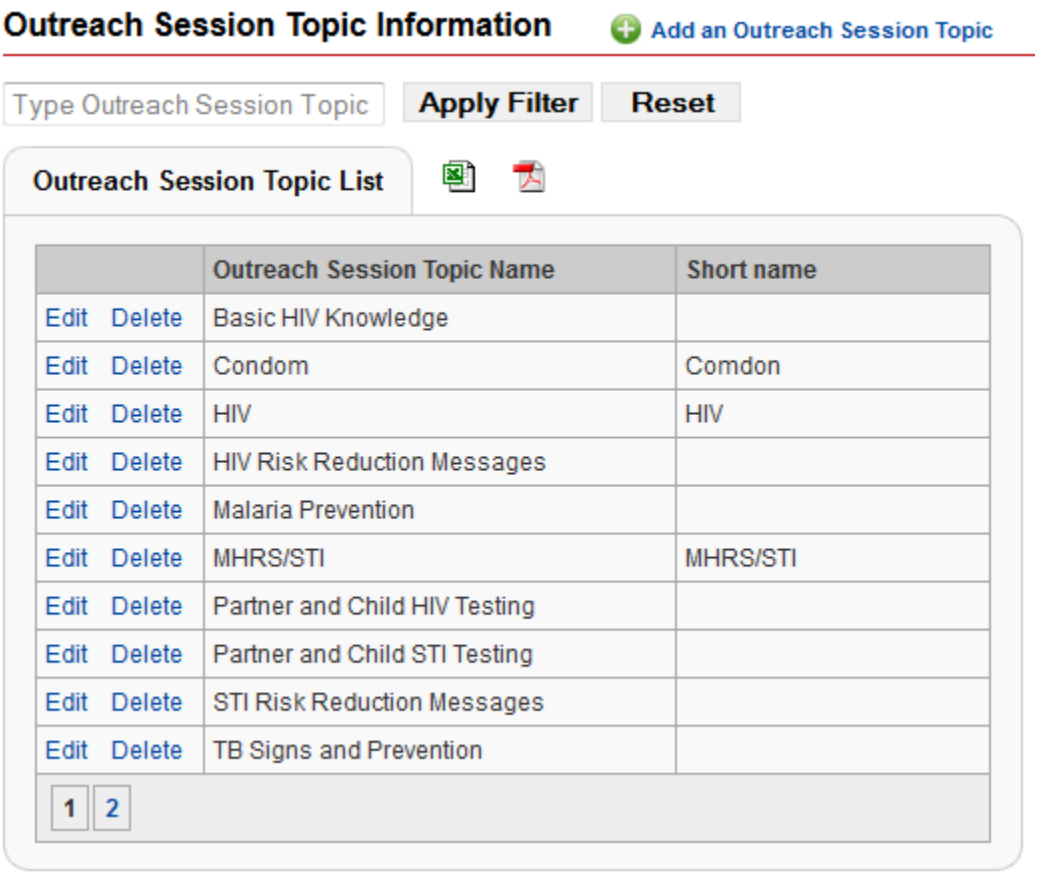
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new dispenser information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

5. Outreach Session Topic Menu

This menu is to enter outreach session topic details of an organization. Click on 'Outreach Session Topic' menu to go to outreach topics list page. The GV will look like below:


Outreach Session Topic Information
Add an Outreach Session Topic
Type Outreach Session Topic
Apply Filter
Reset
Outreach Session Topic List
Outreach Session Topic Name
Short name
Edit Delete Basic HIV Knowledge
Edit Delete Condom Comdon
Edit Delete HIV HIV
Edit Delete HIV Risk Reduction Messages
Edit Delete Malaria Prevention
Edit Delete MHRS/STI MHRS/STI
Edit Delete Partner and Child HIV Testing
Edit Delete Partner and Child STI Testing
Edit Delete STI Risk Reduction Messages
Edit Delete TB Signs and Prevention
1 2

In order to add a new dispenser, do followings:
(1) Click on 'Add an Outreach Session Topic' link button
(2) You'd see below page:

(3) Type or select below information:
Outreach Session Topic Name: Topic name.
Short Name: Topic's short name.

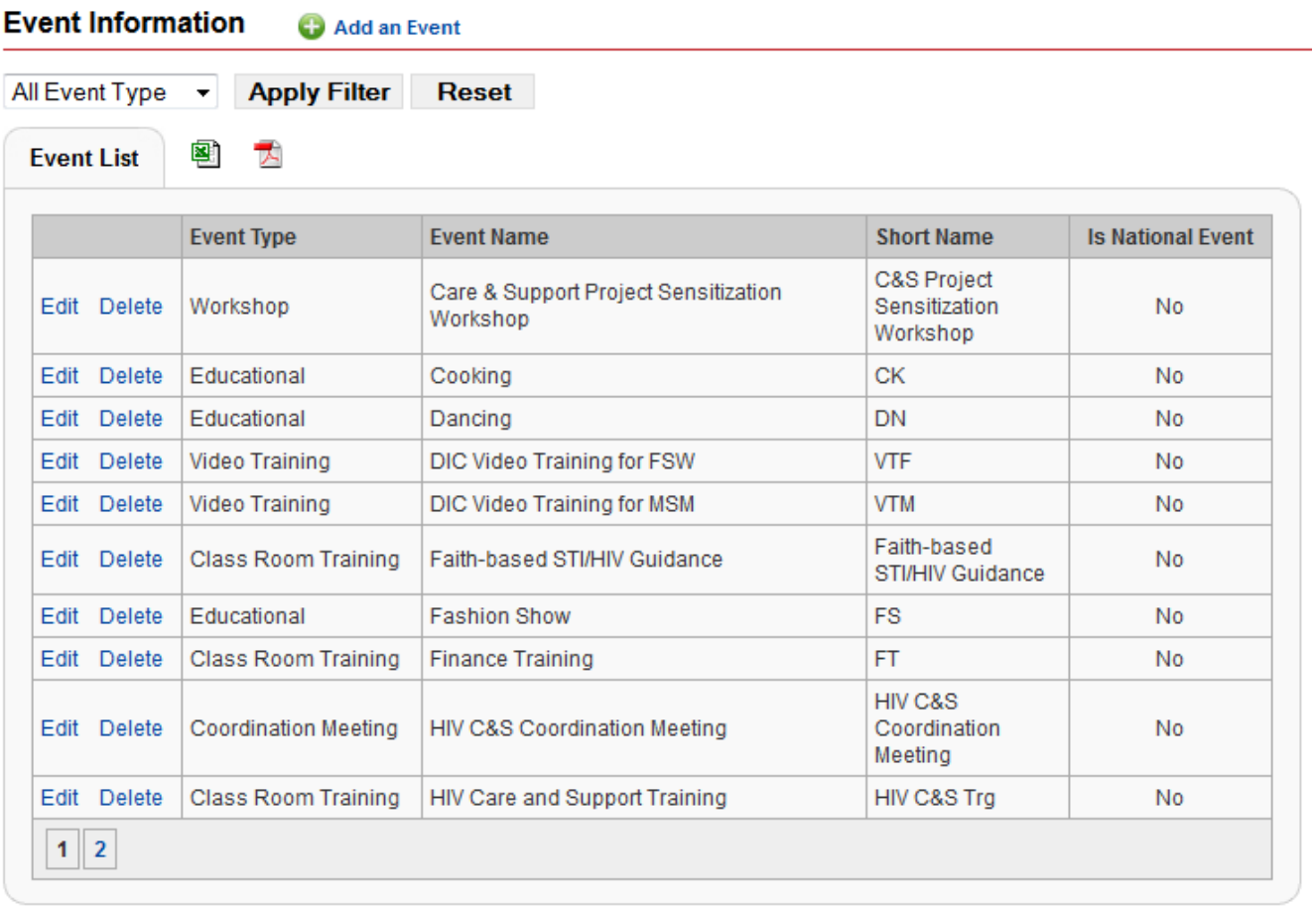
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new topic information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

6. Program Events Menu

This menu is to enter event details of an organization. Click on 'Program Events' menu to go to events list page. The GV will look like below:

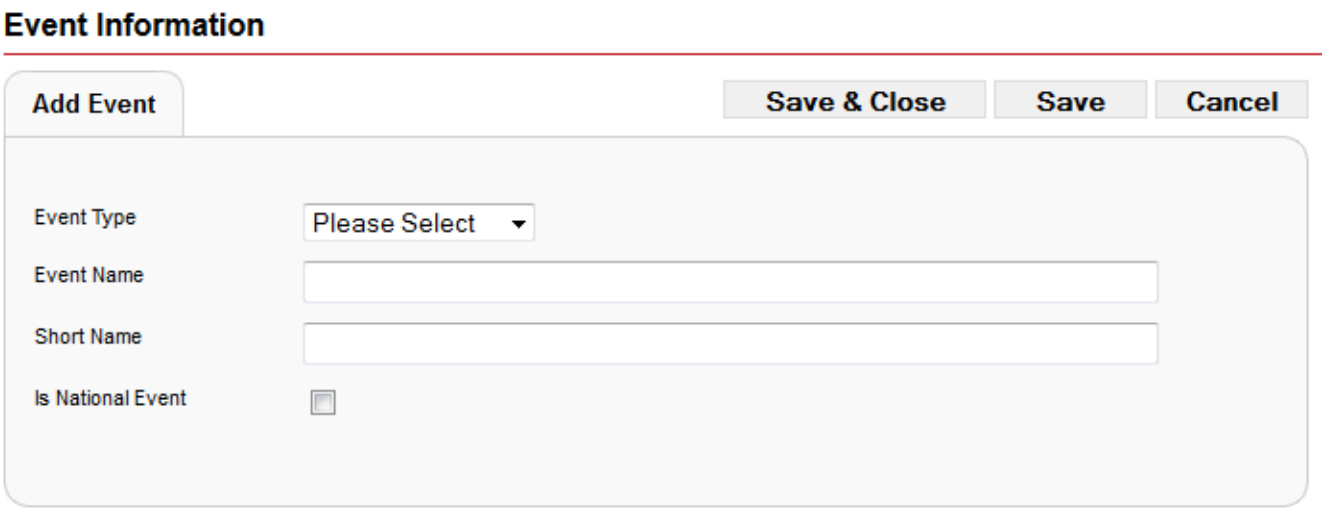


	Event Type	Event Name	Short Name	Is National Event
Edit Delete	Workshop	Care & Support Project Sensitization Workshop	C&S Project Sensitization Workshop	No
Edit Delete	Educational	Cooking	CK	No
Edit Delete	Educational	Dancing	DN	No
Edit Delete	Video Training	DIC Video Training for FSW	VTF	No
Edit Delete	Video Training	DIC Video Training for MSM	VTM	No
Edit Delete	Class Room Training	Faith-based STI/HIV Guidance	Faith-based STI/HIV Guidance	No
Edit Delete	Educational	Fashion Show	FS	No
Edit Delete	Class Room Training	Finance Training	FT	No
Edit Delete	Coordination Meeting	HIV C&S Coordination Meeting	HIV C&S Coordination Meeting	No
Edit Delete	Class Room Training	HIV Care and Support Training	HIV C&S Trg	No

1 2

In order to add a new event, do followings:
(1) Click on 'Add an Event' link button

(2) You'd see below page:



(3) Type or select below information:
Event Type: Type of event.
Event Name: Nave of event.
Short Name: Short name of event.
Is National Event: Check if the event is a national event (such as Worlds AIDS Day).

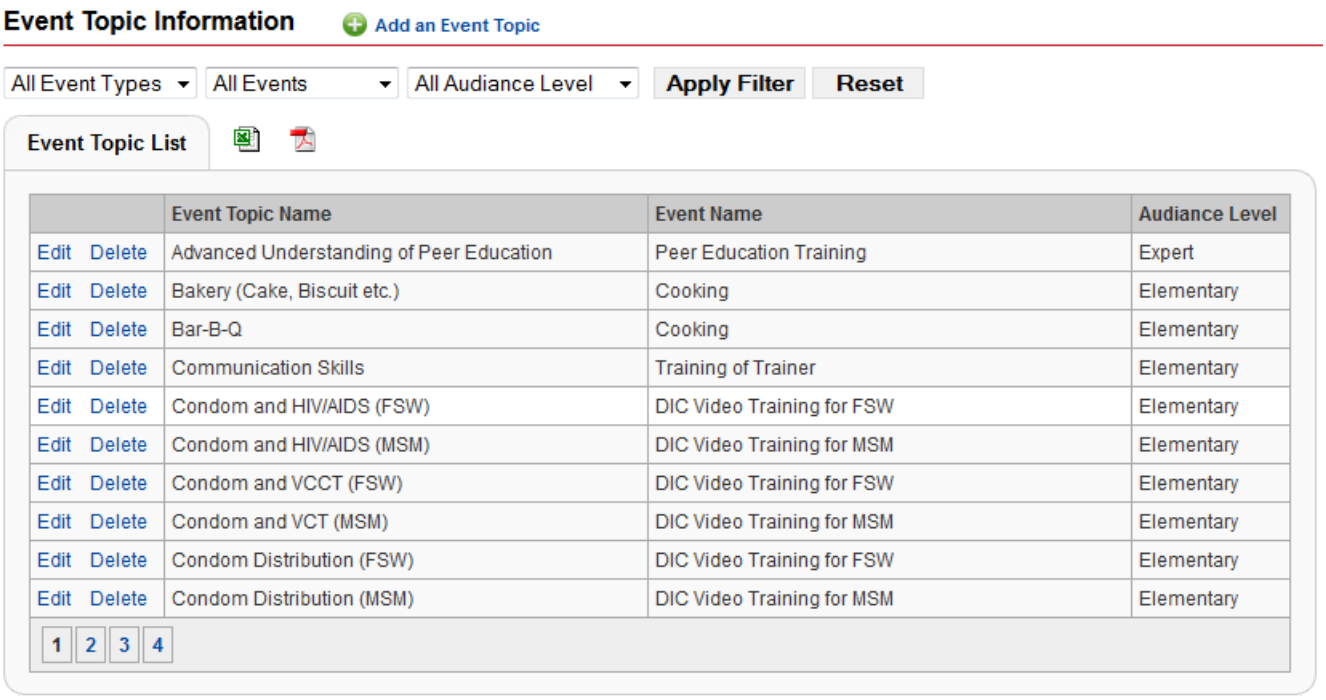
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new event information

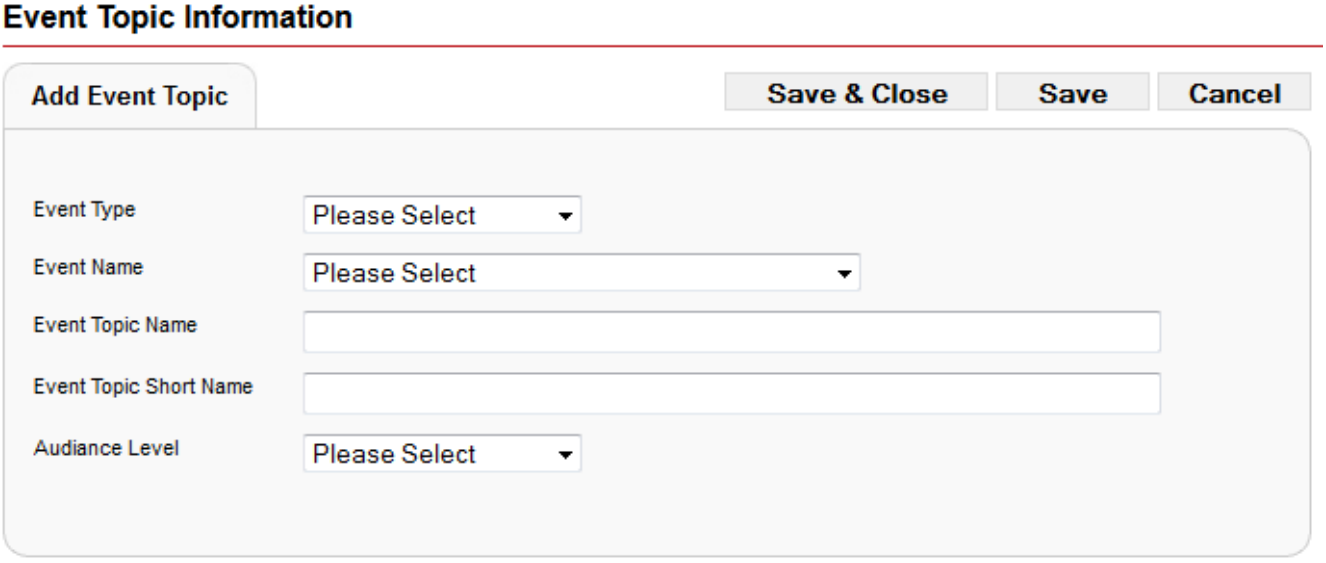
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

7. Events Topic Menu

This menu is to enter event topic details of an organization. Click on 'Event Topic' menu to go to event topic list page. The GV will look like below:


Event Topic Information
Add an Event Topic
All Event Types
All Events
All Audiance Level
Apply Filter
Reset
Event Topic List
Event Topic Name
Event Name
Audiance Level
Edit Delete Advanced Understanding of Peer Education Peer Education Training Expert
Edit Delete Bakery (Cake, Biscuit etc.) Cooking Elementary
Edit Delete Bar-B-Q Cooking Elementary
Edit Delete Communication Skills Training of Trainer Elementary
Edit Delete Condom and HIV/AIDS (FSW) DIC Video Training for FSW Elementary
Edit Delete Condom and HIV/AIDS (MSM) DIC Video Training for MSM Elementary
Edit Delete Condom and VCCT (FSW) DIC Video Training for FSW Elementary
Edit Delete Condom and VCT (MSM) DIC Video Training for MSM Elementary
Edit Delete Condom Distribution (FSW) DIC Video Training for FSW Elementary
Edit Delete Condom Distribution (MSM) DIC Video Training for MSM Elementary
1 2 3 4

In order to add a new event topic, do followings:
(1) Click on 'Add an Event Topic' link button
(2) You'd see below page:



(3) Type or select below information:
Event Type*: Type of event.
Event Name*: Nave of event.
Event Topic Name*: Name of the event topic.
Event Topic Short Name: Short name of the event topic.
Audience Level*: Target audience level of the event.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

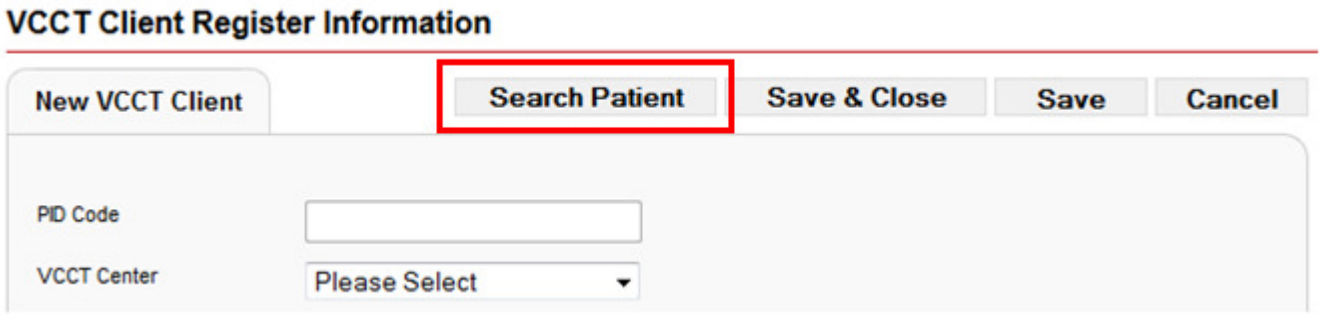
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new event topic information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

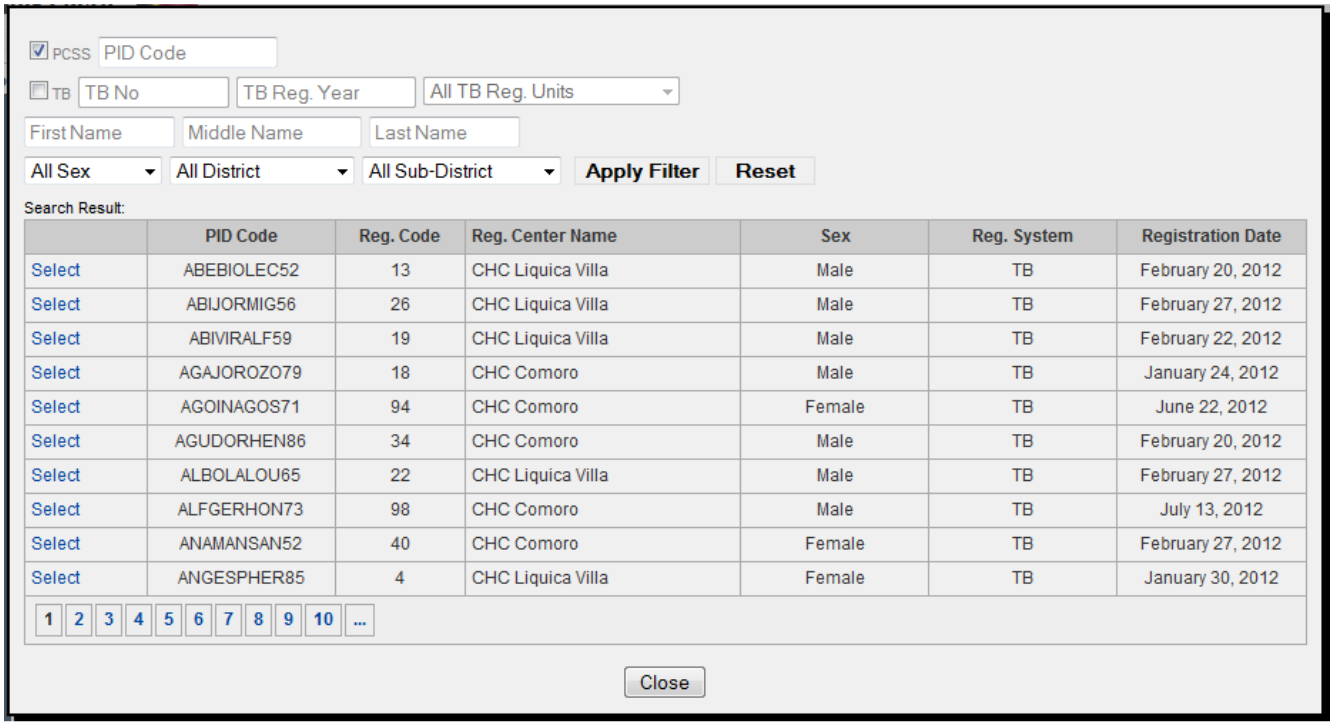
Search Client (Patient) Functionality

During VCCT registration, it is also possible to populate a client from other systems; such as a TB patient coming for VCCT. The TB patient is already in the system and we can just tag that patient in the VCCT register. This is also possible for a person from beneficiary category MSM, FSW, CoSW, or even IDU provided that person already registered in the system before and he/she is coming for VCCT with a referral card. This functionality is to ensure a better tracking of a person and also does not allow making duplicate entries of the same person.

To tag an existing client/patient in the VCCT register, do followings:
(1) Make sure you are on the 'VCCT Client Registration' details page
(2) You'd see one button 'Search Patient' at the top of the page and at the left of button 'Save & Close' as shown below:



(3) Click on 'Search Patient' button
(4) You'd see below page:


PCSS
PID Code
TB
TB No
TB Reg. Year
All TB Reg. Units
First Name
Middle Name
Last Name
All Sex
All District
All Sub-District
Apply Filter
Reset
Search Result:
Select ABEBIOLEC52 13 CHC Liquica Villa Male TB February 20, 2012
Select ABIJORMIG56 26 CHC Liquica Villa Male TB February 27, 2012
Select ABIVIRALF59 19 CHC Liquica Villa Male TB February 22, 2012
Select AGAJOROZO79 18 CHC Comoro Male TB January 24, 2012
Select AGOINAGOS71 94 CHC Comoro Female TB June 22, 2012
Select AGUDORHEN86 34 CHC Comoro Male TB February 20, 2012
Select ALBOLALOU65 22 CHC Liquica Villa Male TB February 27, 2012
Select ALFGERHON73 98 CHC Comoro Male TB July 13, 2012
Select ANAMANSAN52 40 CHC Comoro Female TB February 27, 2012
Select ANGESPHER85 4 CHC Liquica Villa Female TB January 30, 2012
1 2 3 4 5 6 7 8 9 10 ...
Close

(5) In the above GV, you'd see a list of all individual persons who have been registered previously. They could be in TB system, Prevention, Care & Support System

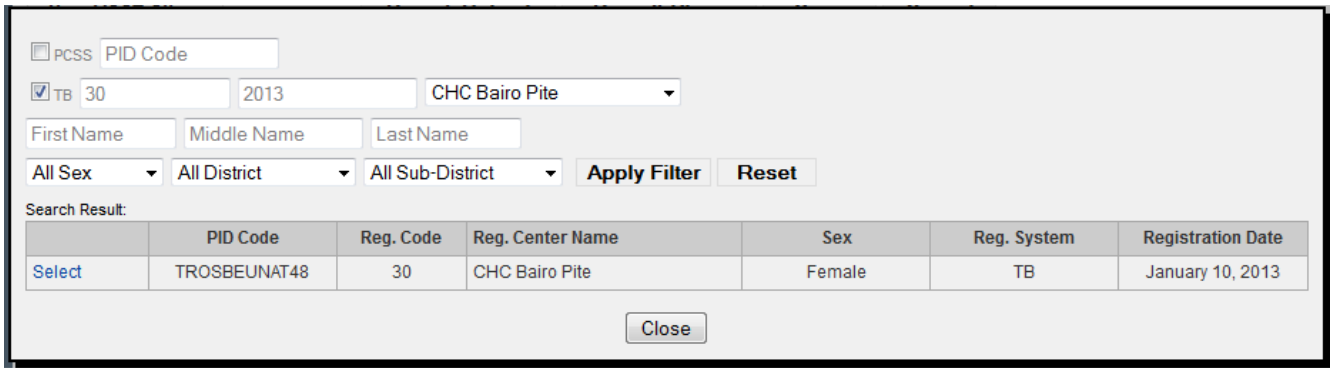
(6) Like other GV pages, you can also filter to search for your desired person who has come for VCCT registration

(7) Say, for example, a TB patient (TB No: 30, Reg. Year: 2013, Reg. Unit: CHC Bairo Pite) has come for VCCT for the first time and you are now registering that TB patient in VCCT register. All what you will be doing is to tag that patient to VCCT register; that's it!

(8) So, now you check the TB check box (2nd line) and then enter all the information.

(9) Once done, click on 'Apply Filter' button and you will see that system has brought that TB patient in the list.

(10) Now you click on 'Select' link button and this will take you back to the 'VCCT Registrtion' details page i.e. from where you've come in this GV page!



(11) In the 'VCCT Registration' page you notice that system has automatically populated the basic information like Name, Father Name, Mother Name, Age etc. So, you will not required to type these information again here during VCCT registration.
(12) Please remember, saying again, all what you are doing is tagging an existing patient/client in order to stop duplication.

Chapter 5 – Personnel Information Tab

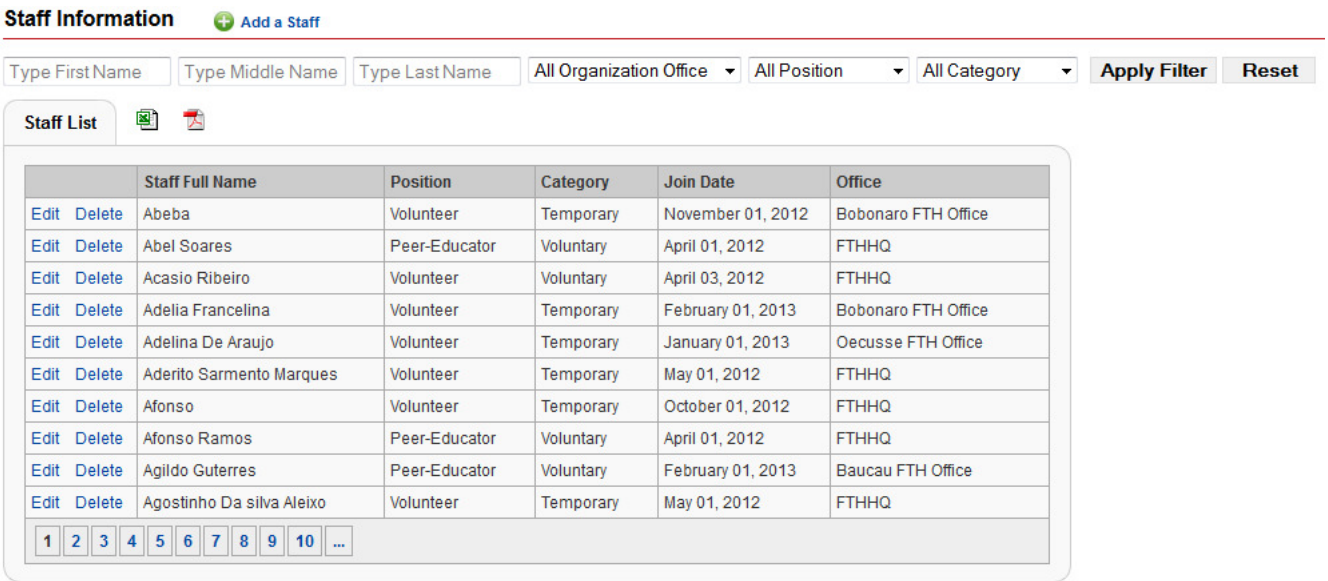
1. Overview

This tab contains the functionalities for entering staff information and beneficiary information. The tab has following menus:
(1) Staff Information
(2) Beneficiary Information

If you click on 'Personnel Information' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

2. Staff Information Menu

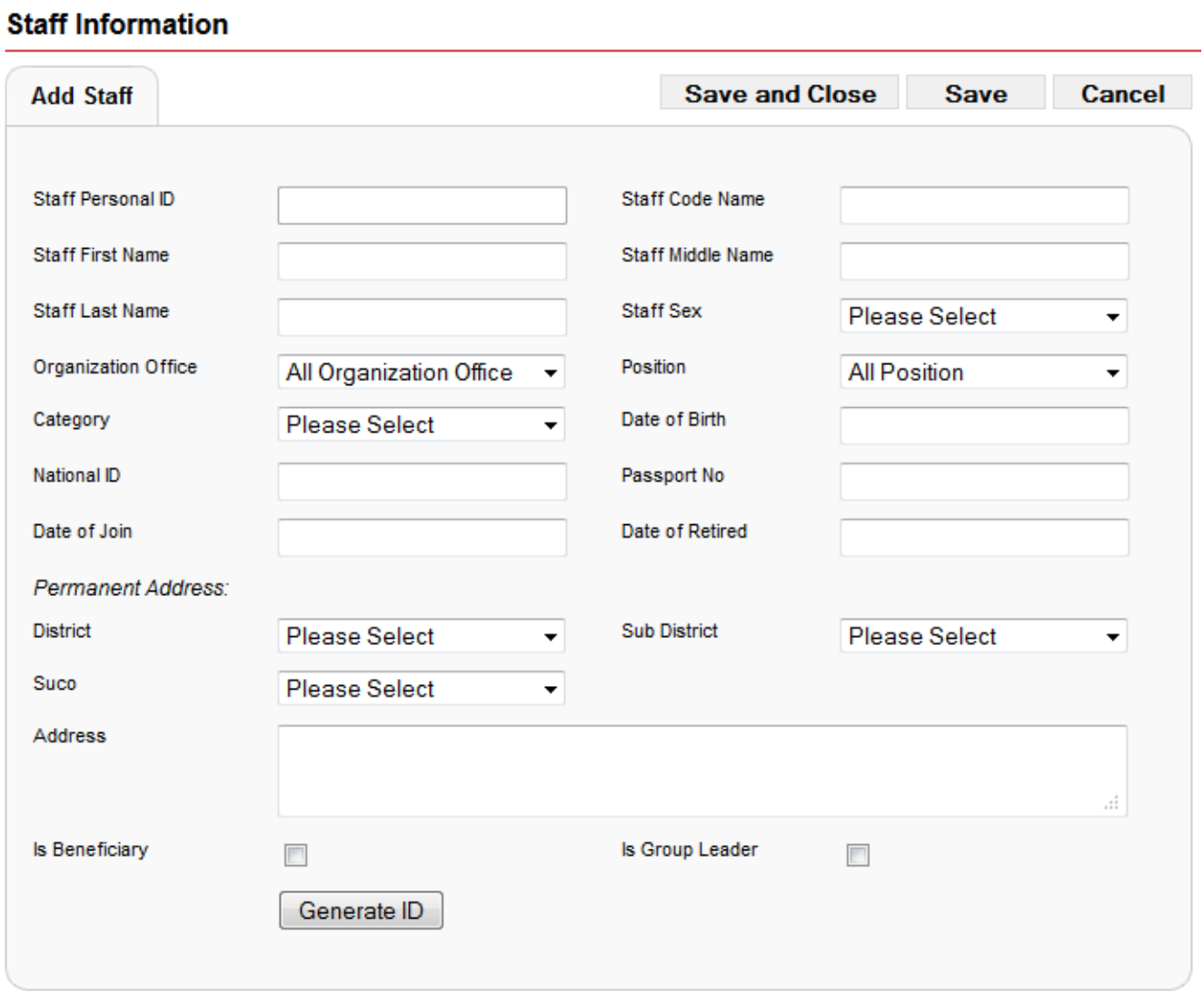
This menu is to save all the staff information. Click on 'Staff Information' menu to go to the staff list page. You will not see any data in the list when the page is loaded. To view the data click on 'Apply Filter' button and it will then show all the staffs in the list. The GV page will look like shown below:



	Staff Full Name	Position	Category	Join Date	Office
Edit Delete	Abeba	Volunteer	Temporary	November 01, 2012	Bobonaro FTH Office
Edit Delete	Abel Soares	Peer-Educator	Voluntary	April 01, 2012	FTHHQ
Edit Delete	Acasio Ribeiro	Volunteer	Voluntary	April 03, 2012	FTHHQ
Edit Delete	Adelia Francelina	Volunteer	Temporary	February 01, 2013	Bobonaro FTH Office
Edit Delete	Adelina De Araujo	Volunteer	Temporary	January 01, 2013	Oecusse FTH Office
Edit Delete	Aderito Sarmento Marques	Volunteer	Temporary	May 01, 2012	FTHHQ
Edit Delete	Afonso	Volunteer	Temporary	October 01, 2012	FTHHQ
Edit Delete	Afonso Ramos	Peer-Educator	Voluntary	April 01, 2012	FTHHQ
Edit Delete	Agildo Guterres	Peer-Educator	Voluntary	February 01, 2013	Baucau FTH Office
Edit Delete	Agostinho Da silva Aleixo	Volunteer	Temporary	May 01, 2012	FTHHQ

1 2 3 4 5 6 7 8 9 10 ...

In order to add new staff, do followings:
(1) Click on 'Add a Staff' link button
(2) You'd see below page:



(3) Type or select below information:
Staff Personnel ID: System generated I of the staff.
Staff Code Name: Staff code name
Staff First Name: First name.
Staff Middle Name: Middle name.
Staff Last Name: Last name.
Staff Sex: Sex.
Organization Office: Office where the staff is working.
Position: Position of the staff.
Category: Category of the staff.
Date of Birth: Date of Birth of staff.
National ID: National ID of staff.

Passport No: Passport number of staff.
Date of Join: Date when staff joined organization.
Date of Retired: Date when staff has left office.
District: Permanent district of the staff.
Sub District: Permanent sub district of the staff.
Suco: Permanent suco of the staff.
Address: Permanent address of the staff.
Is Beneficiary: Check if the staff is also beneficiary.
Is Group Leader: Check if the staff is a group leader.

(4) Click on 'Generate ID' button to generate the ID for the staff. System will do this.

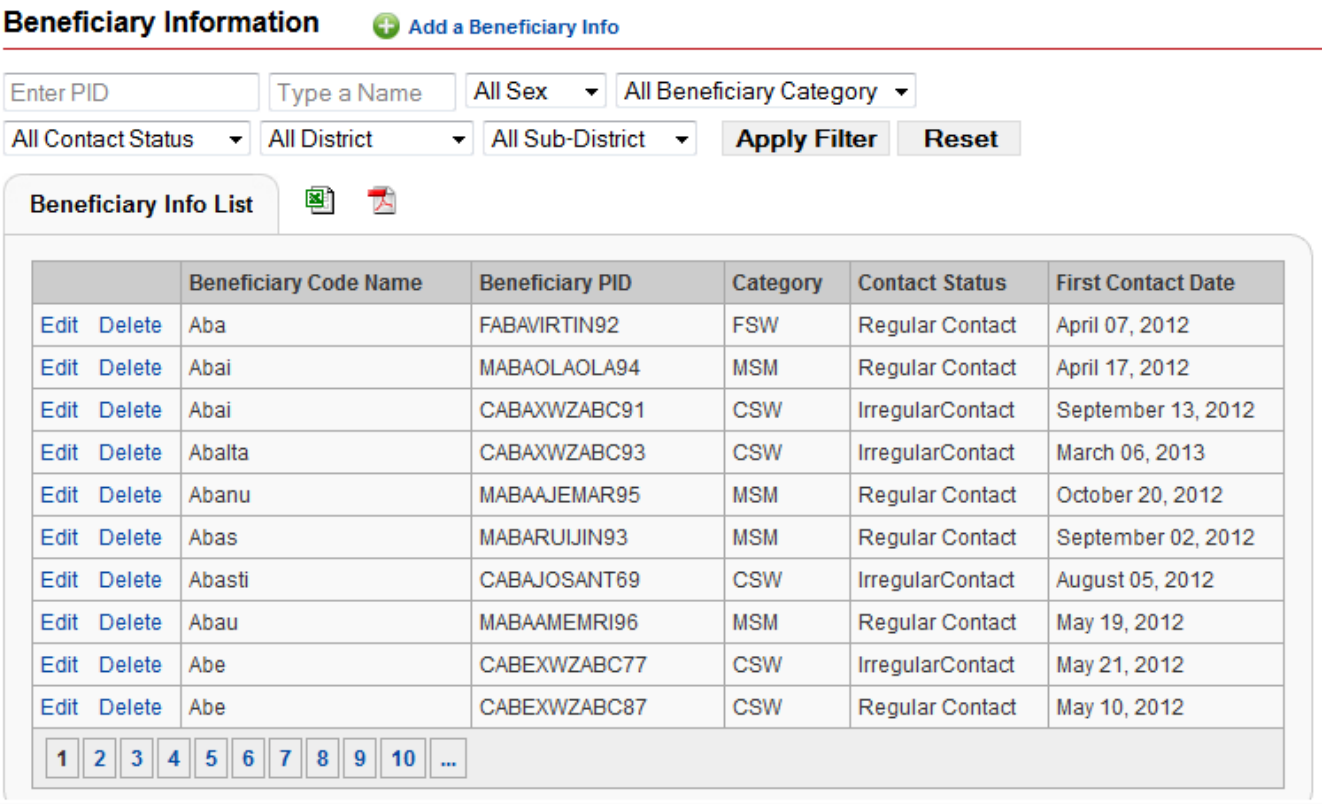
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(5) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new staff information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

3. Beneficiary Information Menu

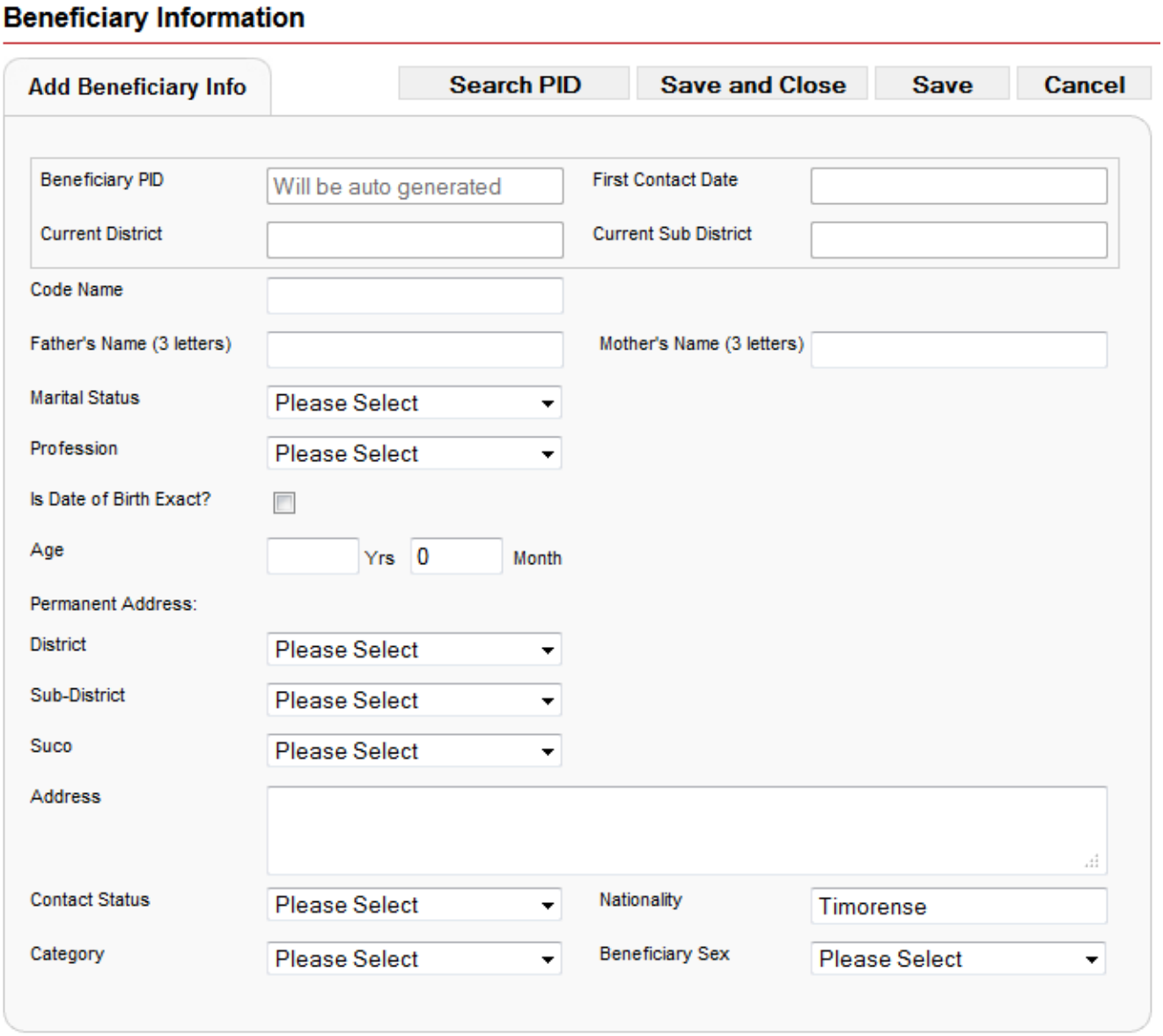
This menu is to save all the beneficiary information. Click on 'Beneficiary Information' menu to go to the beneficiary list page. You will not see any data in the list when the page is loaded. To view the data click on 'Apply Filter' button and it will then show all the beneficiary in the list. The GV page will look like shown below:



	Beneficiary Code Name	Beneficiary PID	Category	Contact Status	First Contact Date
Edit Delete	Aba	FABAVIRTIN92	FSW	Regular Contact	April 07, 2012
Edit Delete	Abai	MABAOLAOLA94	MSM	Regular Contact	April 17, 2012
Edit Delete	Abai	CABAXWZABC91	CSW	IrregularContact	September 13, 2012
Edit Delete	Abalta	CABAXWZABC93	CSW	IrregularContact	March 06, 2013
Edit Delete	Abanu	MABAAJEMAR95	MSM	Regular Contact	October 20, 2012
Edit Delete	Abas	MABARUIJIN93	MSM	Regular Contact	September 02, 2012
Edit Delete	Abasti	CABAJOSANT69	CSW	IrregularContact	August 05, 2012
Edit Delete	Abau	MABAAMEMRI96	MSM	Regular Contact	May 19, 2012
Edit Delete	Abe	CABEXWZABC77	CSW	IrregularContact	May 21, 2012
Edit Delete	Abe	CABEXWZABC87	CSW	Regular Contact	May 10, 2012

1 2 3 4 5 6 7 8 9 10 ...

In order to add new beneficiary, do followings:
(1) Click on 'Add a Beneficiary Info' link button
(2) You'd see below page:



(3) Type or select below information:
Code Name*: Beneficiary Code Name.
Father's Name (3 letter)*: Father's name (3 letters).
Mother's Name (3 letter)*: Mother's name (3 letter).
Marital Status: Marital status.
Profession: Profession.
Is Date of Birth Exact?: Check if you want to enter beneficiary's date of birth.
Age*: Age in year and month in two respective text boxes.
District*: District of beneficiary.
Sub District*: Sub district of beneficiary.
Suco: Suco of beneficiary.
Address: Address of beneficiary.

Contact Status*: Contact status of beneficiary.

Nationality: Nationality of beneficiary.
Category*: Category of beneficiary.
Beneficiary Sex*: Sex of beneficiary.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new beneficiary information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

Chapter 6 – Program Activity Records Tab

1. Overview

This tab contains the functionalities for entering programmatic information relating to HIV prevention, care and support. The tab has following menus:

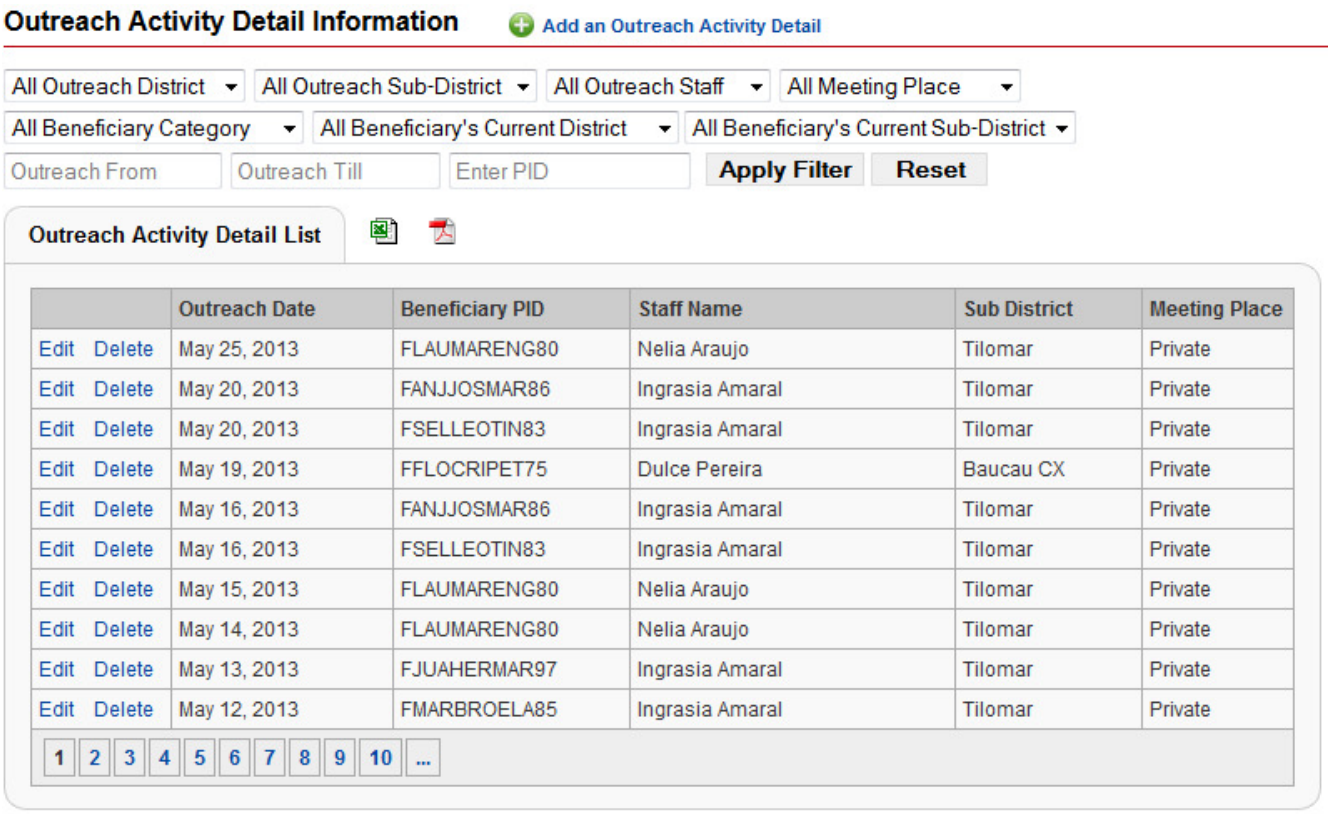
(1) Outreach Activity Records
(2) Counseling Records
(3) DIC Visit Record (Summary)
(4) Dispenser Stock Records
(5) Social Marketing Sale
(6) VCT Cards Utilization
(7) STI Cards Utilization
(8) Event Details

If you click on 'Program Activity Records' tab, you'd be able to see above menus at the left and also the data landing space i.e. data display section (DDS) at the right side. Please note that, you haven't yet clicked on any menu and thus no menu is marked as current menu i.e. no red arrow tip at the left of selected menu.

STI data from periodic reports such as, STI monthly reports, training reports etc.

2. Outreach Activity Records Menu

This menu is to save HIV prevention activity related records. Click on 'Outreach Activity Records' menu to go to the outreach activity list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:

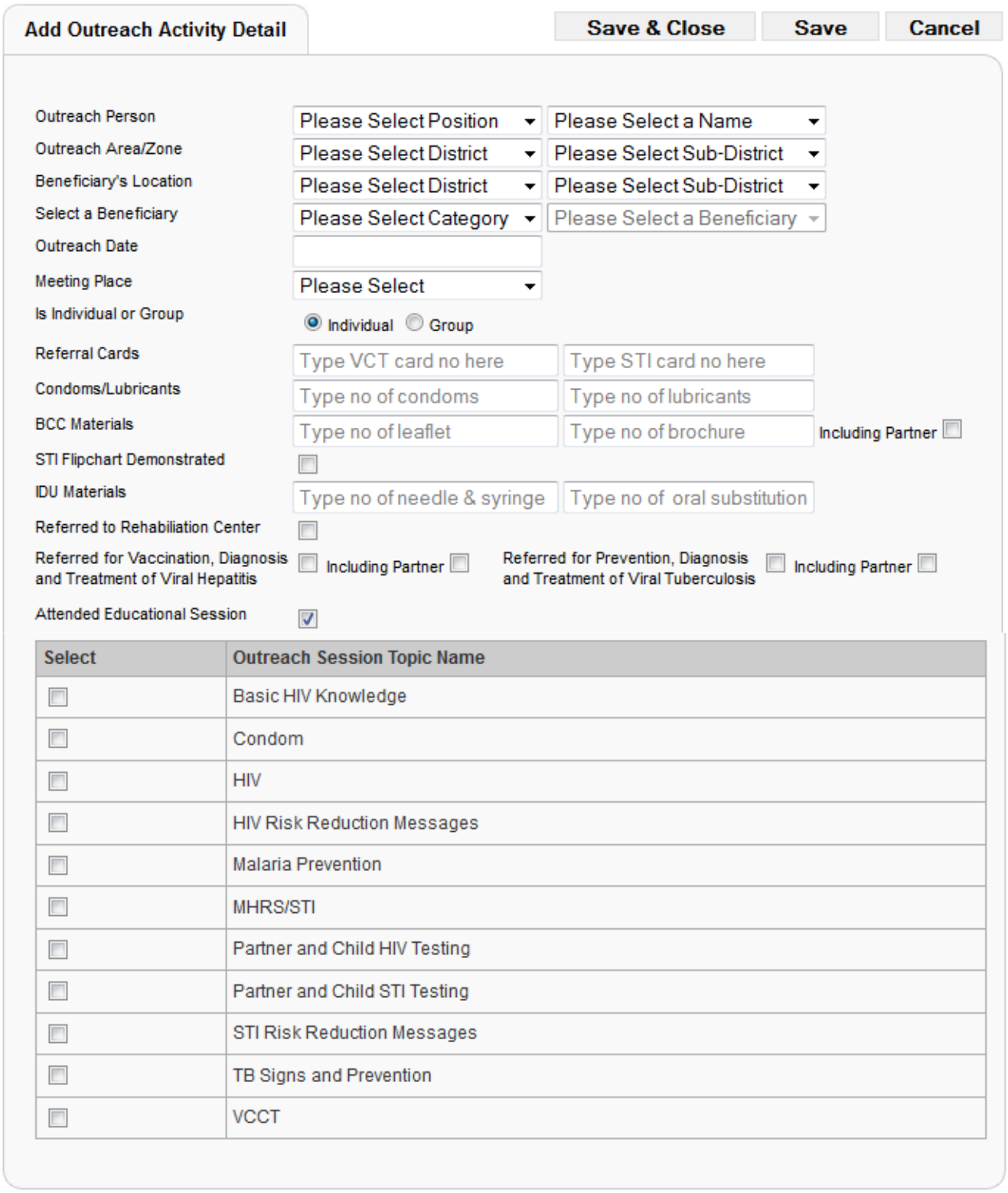

Outreach Activity Detail Information
Add an Outreach Activity Detail
All Outreach District
All Outreach Sub-District
All Outreach Staff
All Meeting Place
All Beneficiary Category
All Beneficiary's Current District
All Beneficiary's Current Sub-District
Outreach From
Outreach Till
Enter PID
Apply Filter
Reset
Outreach Activity Detail List
Outreach Date
Beneficiary PID
Staff Name
Sub District
Meeting Place
Edit Delete May 25, 2013 FLAUMARENG80 Nelia Araujo Tilomar Private
Edit Delete May 20, 2013 FANJJOSMAR86 Ingrasia Amaral Tilomar Private
Edit Delete May 20, 2013 FSELLEOTIN83 Ingrasia Amaral Tilomar Private
Edit Delete May 19, 2013 FFLOCRIPET75 Dulce Pereira Baucau CX Private
Edit Delete May 16, 2013 FANJJOSMAR86 Ingrasia Amaral Tilomar Private
Edit Delete May 16, 2013 FSELLEOTIN83 Ingrasia Amaral Tilomar Private
Edit Delete May 15, 2013 FLAUMARENG80 Nelia Araujo Tilomar Private
Edit Delete May 14, 2013 FLAUMARENG80 Nelia Araujo Tilomar Private
Edit Delete May 13, 2013 FJUAHERMAR97 Ingrasia Amaral Tilomar Private
Edit Delete May 12, 2013 FMARBROELA85 Ingrasia Amaral Tilomar Private
1 2 3 4 5 6 7 8 9 10 ...

In order to add an outreach activity record, do followings:

(1) Click on 'Add an Outreach Activity Detail' link button

(2) You'd see below page:

Outreach Activity Detail Information



(3) Type or select below information:
Outreach Person*: Outreach staff.

Outreach Area/Zone*: Outreach area.
Beneficiary's Location*: Location of beneficiary.
Select a Beneficiary*: Beneficiary.
Outreach Date*: Outreach date.
Meeting Place*: Meeting place.
Is Individual or Group: Type of outreach contact; individual or as group.
Referral Cards: VCCT and STI referral card number given during outreach.
Condom/Lubricants: Amount of Condom and Lubricant given during outreach.
BCC Materials: Amount of BCC material given during outreach.
Including Partner: Check if the BCC material given to partner also.
STI Flipchart Demonstrated?: Check if it was demonstrated.
IDU Materials: Amount of IDU material given during outreach.
Referred to Rehabilitation Center: Check if the IDU person was referred to rehabilitation center.
Referred for Vaccination, Diagnosis and Treatment of Viral Hepatitis: Check if appropriate. Also check if it was including partner.
Referred for Prevention, Diagnosis and Treatment of Viral Tuberculosis: Check if appropriate. Also check if it was including partner.
Attended Educational Session: Check the appropriate topics from list.

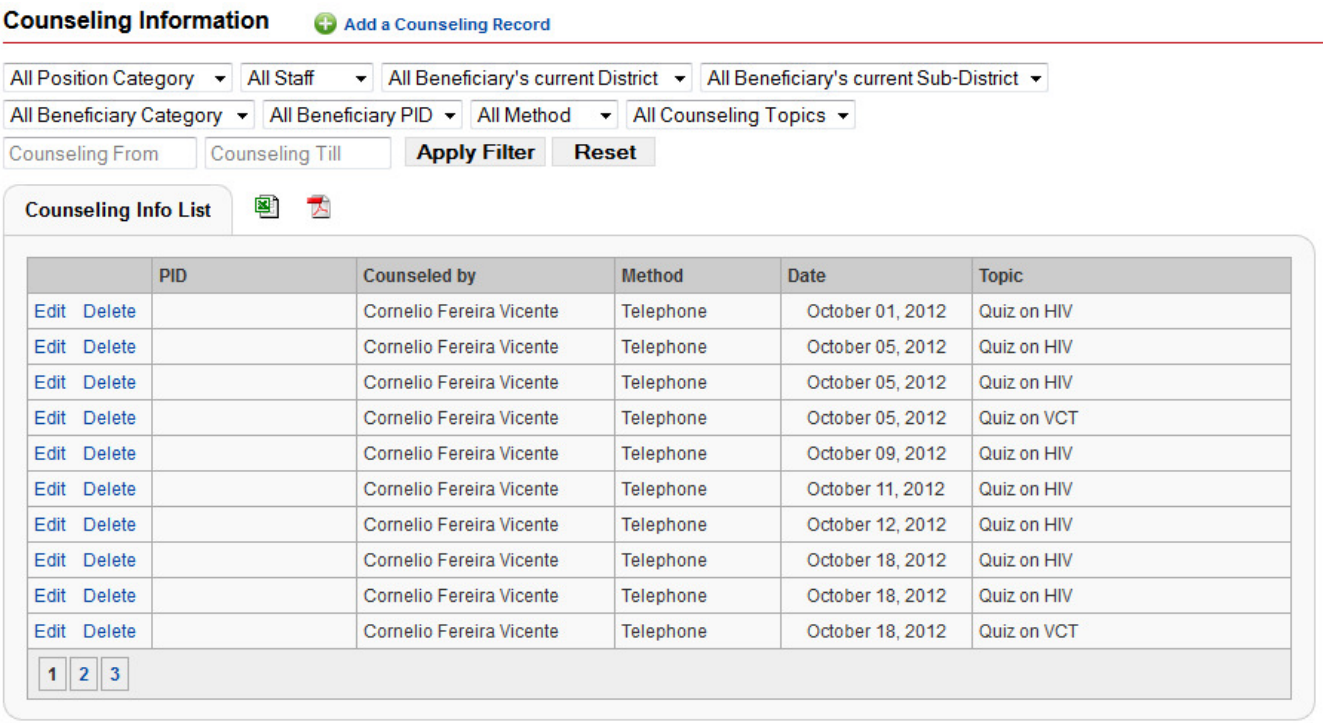
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new outreach information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

3. Counseling Records Menu

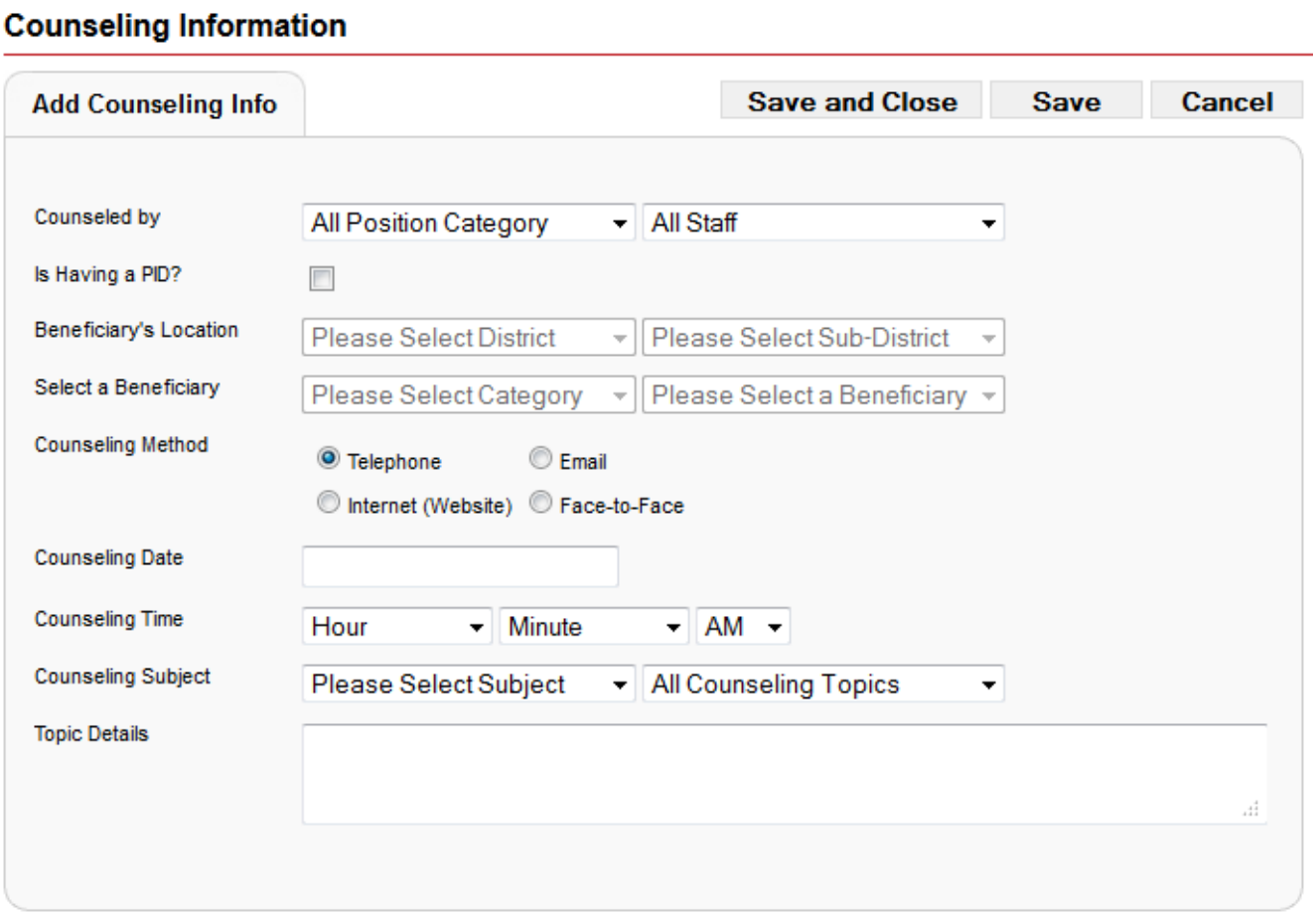
This menu is to save HIV prevention counseling activity related records. Click on 'Counseling Records' menu to go to the counseling records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add an outreach activity record, do followings:

(1) Click on 'Add a Counseling Record' link button

(2) You'd see below page:



(3) Type or select below information:
Counseled by*: Person who did counseling i.e. counselor or any other staffs did counseling.
Is Having a PID?: Is the person counseled having PID?
Beneficiary's Location: Location of beneficiary.
Select a Beneficiary: Beneficiary.
Counseling Method: Counseling method.
Counseling Date*: Date of counseling.
Counseling Time*: Time of counseling.
Counseling Subject: Topics discussed during counseling.
Topic Details: Details of topic.

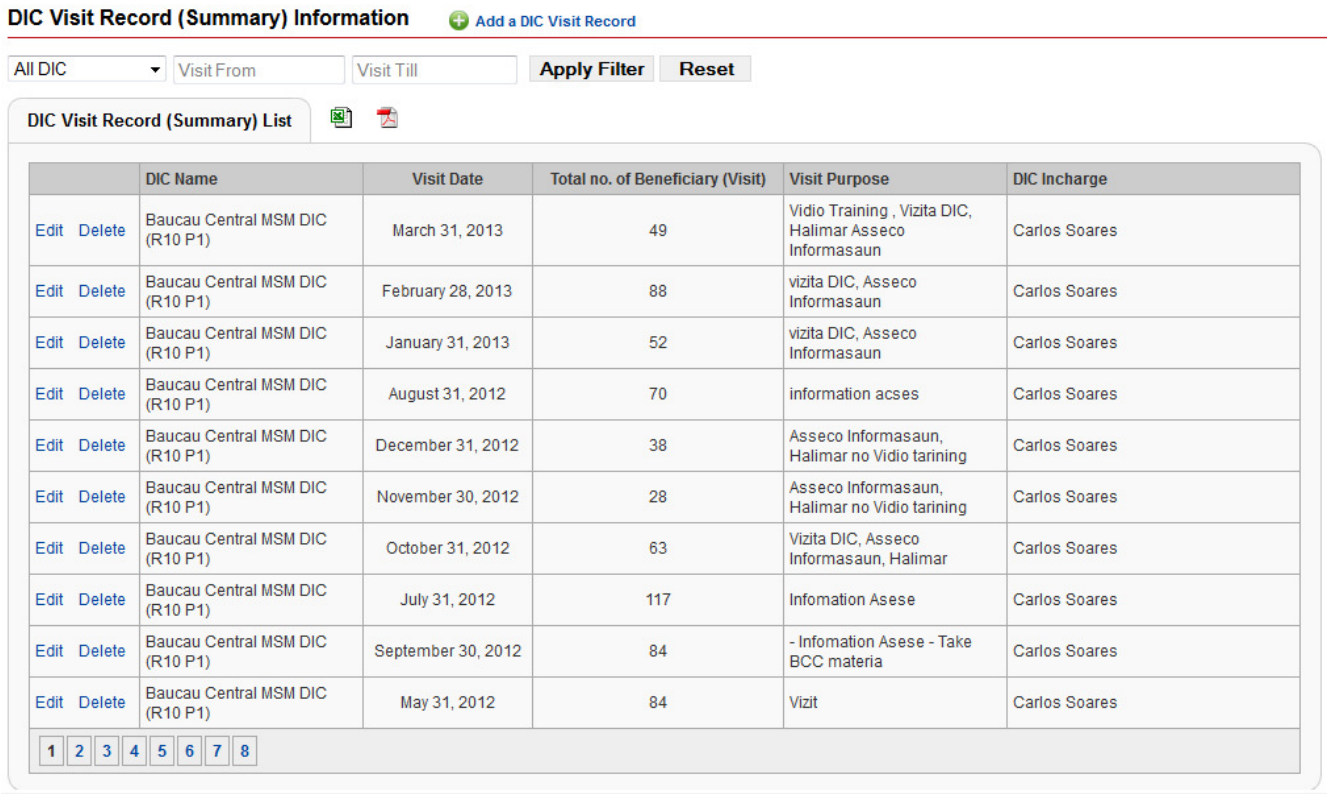
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new counseling information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

4. DIC Visit Record (Summary) Menu

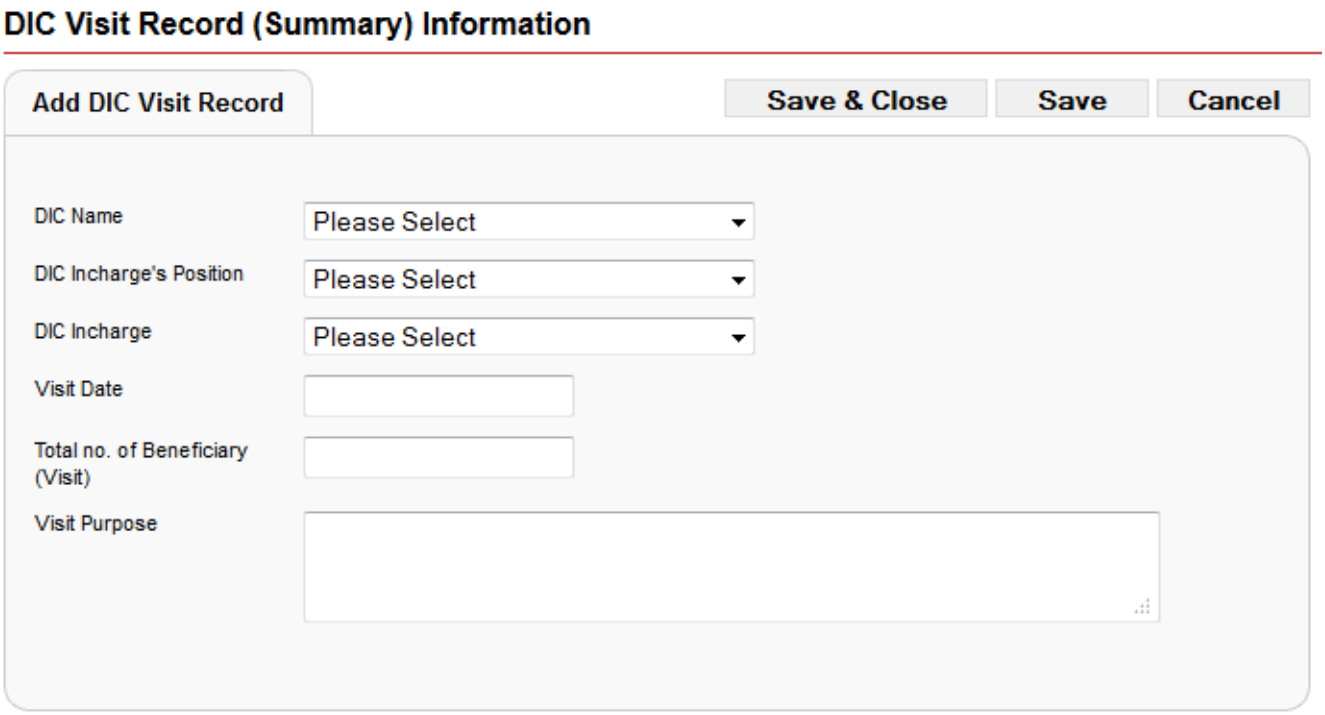
This menu is to save HIV prevention activity related DIV visit records. Click on 'DIC Visit Record (Summary)' menu to go to the counseling records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



	DIC Name	Visit Date	Total no. of Beneficiary (Visit)	Visit Purpose	DIC Incharge
Edit Delete	Baucau Central MSM DIC (R10 P1)	March 31, 2013	49	Vidio Training , Vizita DIC, Halimar Asseco Informasaun	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	February 28, 2013	88	vizita DIC, Asseco Informasaun	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	January 31, 2013	52	vizita DIC, Asseco Informasaun	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	August 31, 2012	70	information acses	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	December 31, 2012	38	Asseco Informasaun, Halimar no Vidio tarining	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	November 30, 2012	28	Asseco Informasaun, Halimar no Vidio tarining	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	October 31, 2012	63	Vizita DIC, Asseco Informasaun, Halimar	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	July 31, 2012	117	Infomation Asese	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	September 30, 2012	84	- Infomation Asese - Take BCC materia	Carlos Soares
Edit Delete	Baucau Central MSM DIC (R10 P1)	May 31, 2012	84	Vizit	Carlos Soares

1 2 3 4 5 6 7 8

In order to add an outreach activity record, do followings:
(1) Click on 'Add a DIC Visit Record' link button
(2) You'd see below page:



(3) Type or select below information:
DIC Name*: Name of DIC.
DIC In-charge's Position: Position category.
DIC In-charge*: Name of DIC in-charge staff.
Visit Date*: DIC visit date.
Total no of Beneficiary (Visit): Total number of beneficiary visited DIC.
Visit Purpose: Purpose of DIC visit.

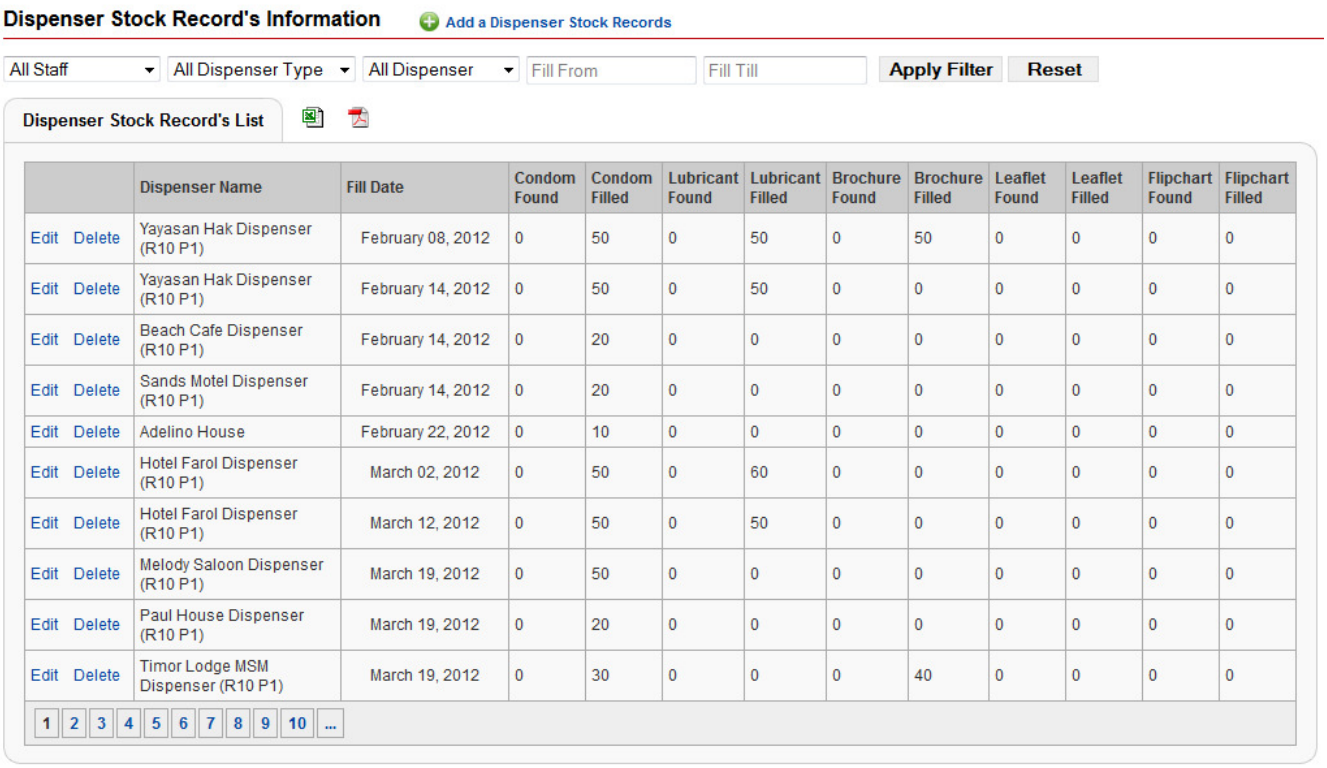
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new DIC visit information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

5. Dispenser Stock Records Menu

This menu is to save HIV prevention activity related dispenser provisioning records. Click on 'Dispenser Stock Record' menu to go to the dispenser records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



Dispenser Stock Record's Information Add a Dispenser Stock Records

All Staff | All Dispenser Type | All Dispenser | Fill From | Fill Till | Apply Filter | Reset

Dispenser Stock Record's List

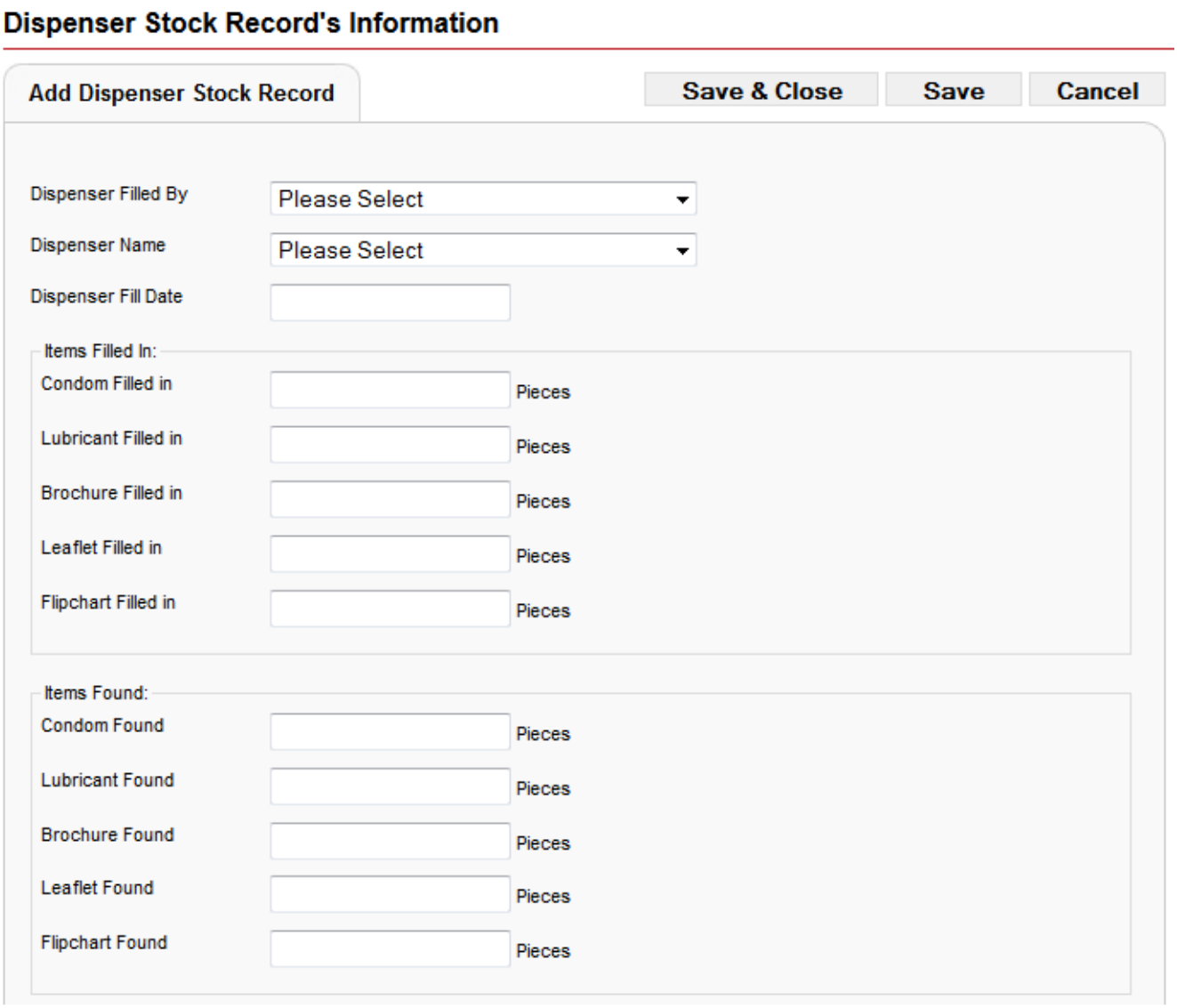
	Dispenser Name	Fill Date	Condom Found	Condom Filled	Lubricant Found	Lubricant Filled	Brochure Found	Brochure Filled	Leaflet Found	Leaflet Filled	Flipchart Found	Flipchart Filled
Edit Delete	Yayasan Hak Dispenser (R10 P1)	February 08, 2012	0	50	0	50	0	50	0	0	0	0
Edit Delete	Yayasan Hak Dispenser (R10 P1)	February 14, 2012	0	50	0	50	0	0	0	0	0	0
Edit Delete	Beach Cafe Dispenser (R10 P1)	February 14, 2012	0	20	0	0	0	0	0	0	0	0
Edit Delete	Sands Motel Dispenser (R10 P1)	February 14, 2012	0	20	0	0	0	0	0	0	0	0
Edit Delete	Adelino House	February 22, 2012	0	10	0	0	0	0	0	0	0	0
Edit Delete	Hotel Farol Dispenser (R10 P1)	March 02, 2012	0	50	0	60	0	0	0	0	0	0
Edit Delete	Hotel Farol Dispenser (R10 P1)	March 12, 2012	0	50	0	50	0	0	0	0	0	0
Edit Delete	Melody Saloon Dispenser (R10 P1)	March 19, 2012	0	50	0	0	0	0	0	0	0	0
Edit Delete	Paul House Dispenser (R10 P1)	March 19, 2012	0	20	0	0	0	0	0	0	0	0
Edit Delete	Timor Lodge MSM Dispenser (R10 P1)	March 19, 2012	0	30	0	0	0	40	0	0	0	0

1 2 3 4 5 6 7 8 9 10 ...

In order to add an outreach activity record, do followings:

(1) Click on 'Add a Dispenser Stock Record' link button

(2) You'd see below page:



(3) Type or select below information:
Dispenser Filled by*: Name of person filled dispenser.
Dispenser Name: Name of dispenser.
Dispenser Fill Date*: Date when dispenser was filled in.

Condom Filled in: Number of condom put inside dispenser.
Lubricant Filled in: Number of lubricant put inside dispenser.
Brochure Filled in: Number of brochure put inside dispenser.
Leaflet Filled in: Number of leaflet put inside dispenser.
Flipchart Filled in: Number of flipchart put inside dispenser.

Condom Found: Number of condom found inside dispenser.
Lubricant Found: Number of lubricant found inside dispenser.
Brochure Found: Number of brochure found inside dispenser.
Leaflet Found: Number of leaflet found inside dispenser.

Flipchart Found: Number of flipchart found inside dispenser.

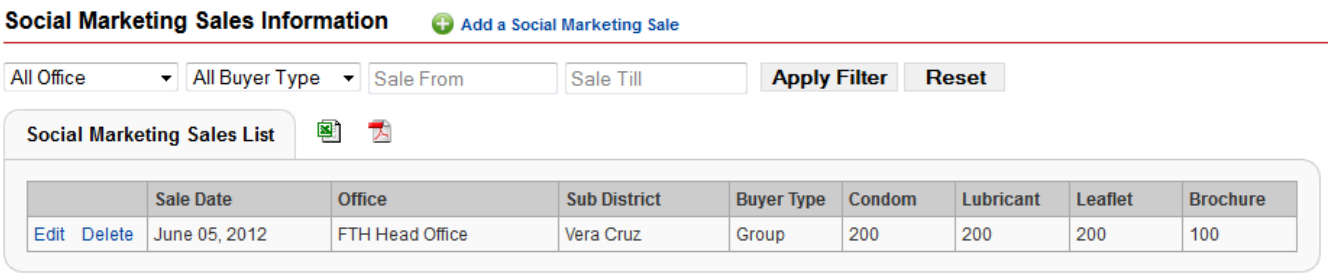
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new dispenser provisioning information

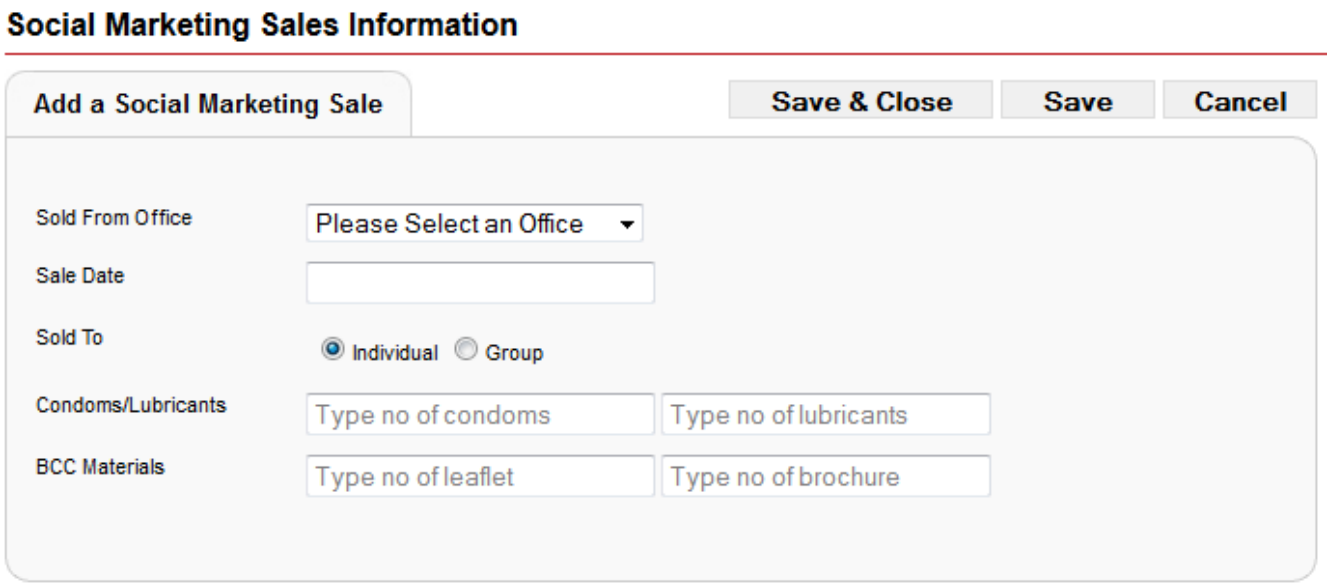
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

6. Social Marketing Sales Menu

This menu is to save HIV prevention activity related social marketing records. Click on 'Social Marketing Sales' menu to go to the social marketing sales records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add an outreach activity record, do followings:
(1) Click on 'Add a Dispenser Stock Record' link button
(2) You'd see below page:



(3) Type or select below information:
Sold From Office*: Name of office sold items.
Sales Date*: Sold date.
Sold To: Individual or Group.

Condoms/Lubricant: Number of condom and lubricant sold.
BCC Materials: Number of leaflet and brochure sold.

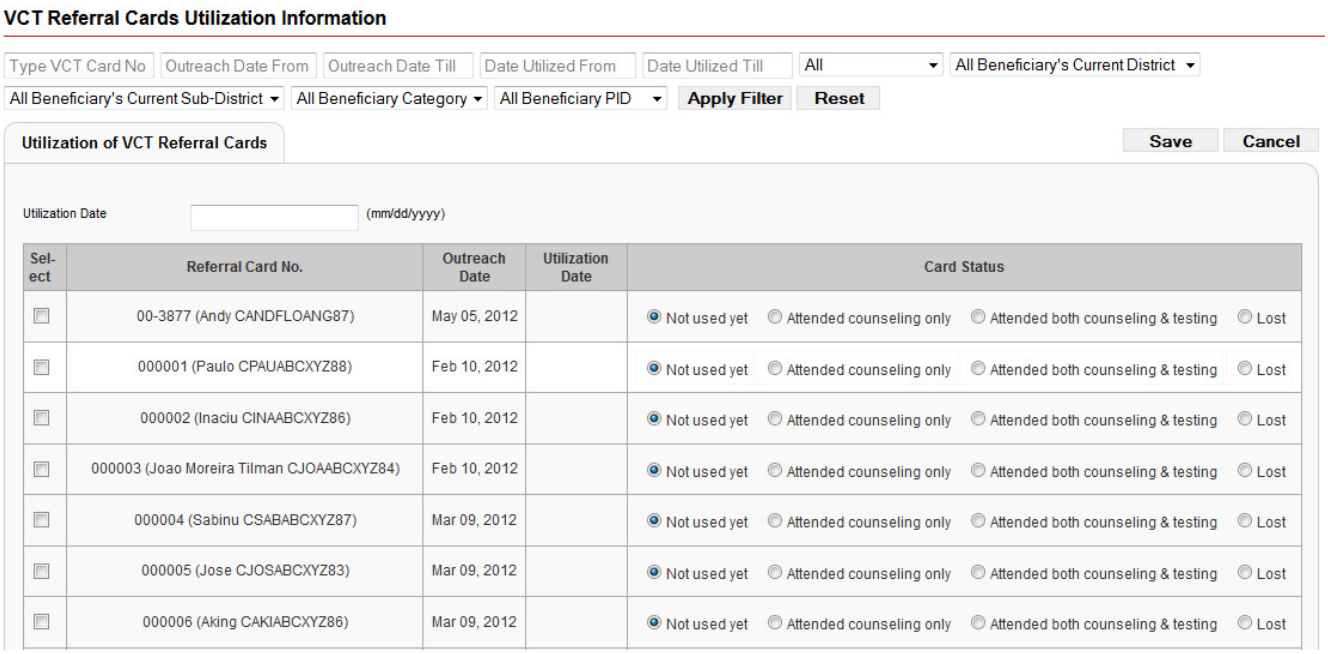
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new social marketing sales information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

7. VCCT Card Utilization Menu

This menu is to save utilized VCCT cards that were given to beneficiary. Click on 'VCCT Card Utilization' menu to go to the VCCT card utilization record list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to mark a VCCT card as utilized, do followings:

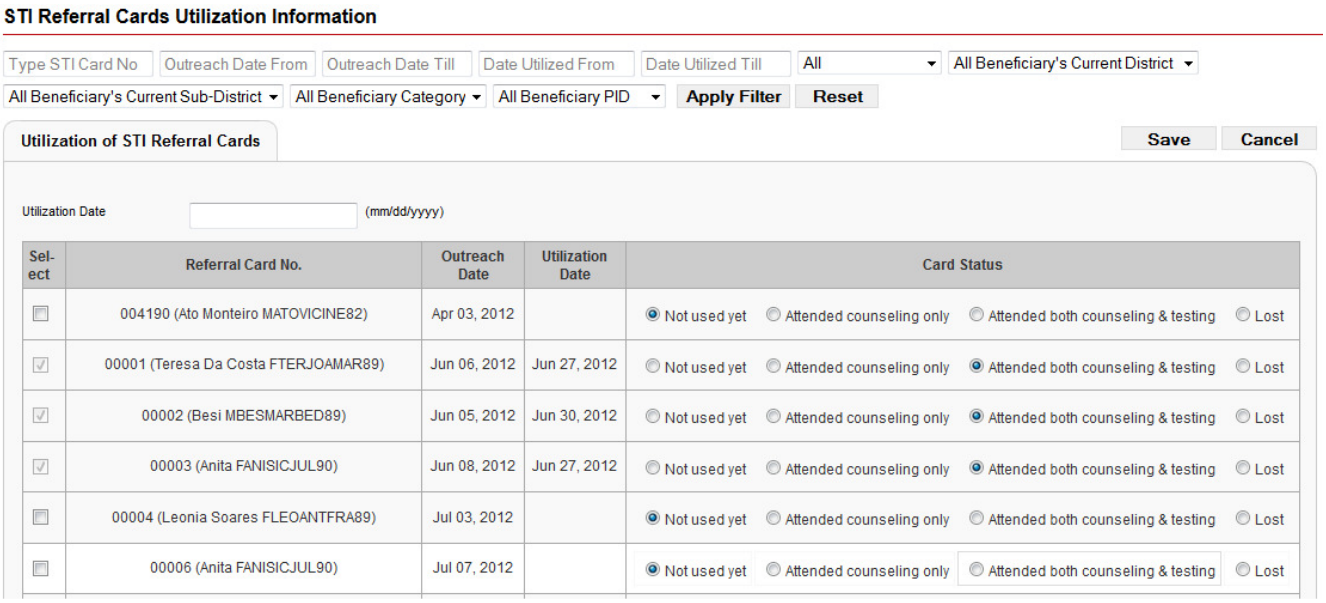
(1) Click on 'Apply Filter' button
(2) It will load all the distributed VCCT cards
(3) Now find the card number that is utilized and then do followings:
- Check the check box
- Card Status to 'Attended both counseling & testing'

(4) Now select all other cards one by one and also set the status like above
(5) Once all are selected, put the utilized date (this is usually last date of the utilized month) and then click on 'Save' button

Important!
Utilized card cannot be selected for re-utilizatinon.

8. SIT Card Utilization Menu

This menu is to save utilized STI cards that were given to beneficiary. Click on 'STI Card Utilization' menu to go to the STI card utilization record list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to mark a STI card as utilized, do followings:

(1) Click on 'Apply Filter' button

(2) It will load all the distributed STI cards

(3) Now find the card number that is utilized and then do followings:

- Check the check box
- Card Status to 'Attended both counseling & testing'

(4) Now select all other cards one by one and also set the status like above

(5) Once all are selected, put the utilized date (this is usually last date of the utilized month) and then click on 'Save' button

9. Event Detail Menu

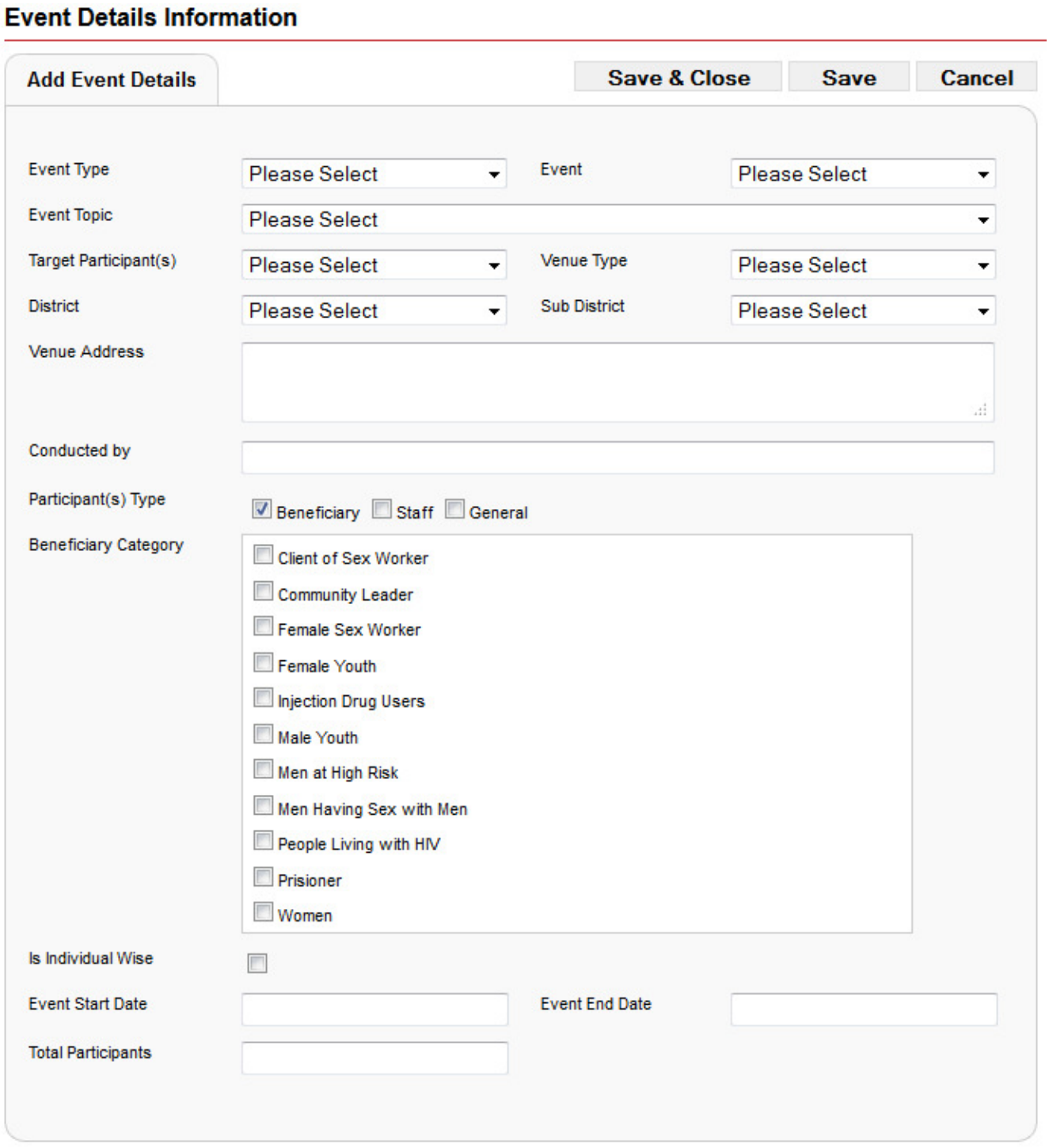
This menu is to save event details records. Click on 'Event Details' menu to go to the event details records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:

Event Details Information
Add an Event Detail
All Event Type
All Events
All Event Topics
Training Started in mm-dd-yyyy to mm-dd-yyyy
Training Completed in mm-dd-yyyy to mm-dd-yyyy
Apply Filter
Reset
Event Details List
Event Name
Event Topic Name
Participant Type
Conducted By
Participants
Reports
Reports Details
Edit Delete Training of Trainer Communication Skills Staff Suprianto (Indonesia) Add Edit Delete Add Edit Delete Add Edit Delete
Edit Delete Peer Education Training Peer Education Traning (FSW) Staff Joanina Alves And Nelson Freitas Add Edit Delete Add Edit Delete Add Edit Delete
Edit Delete Peer Education Training Peer Education Traning (MSM) Staff Aguia Belo Ximenes And Carlos Soares Add Edit Delete Add Edit Delete Add Edit Delete
Edit Delete Peer Education Training Peer Education Traning (MSM) Staff Apricio De Oliveira And Leonardo Pereira Add Edit Delete Add Edit Delete Add Edit Delete
Edit Delete Peer Education Training Peer Education Traning (FSW) Staff Monica Add Edit Delete Add Edit Delete Add Edit Delete

In order to add details of an event, do followings:

(1) Click on 'Add an Event Detail' link button

(2) You'd see below page:



(3) Type or select below information:
Event Type: Event type.
Event*: Event.
Event Topic*: Event topic.

Target Participant(s): Type of participants.
Venue Type: Type of venue.

District: District where even was held.
Sub District: Sub district where even was held.
Venue Address: Address where even was held.

Conducted by: Person conducted event.
Participant(s) Type: Category of participants.

Beneficiary Category: Category of participants.
Is Individual Wise: Check if the event was given individual wise.
Event Start Date: Event start date.
Event End Date: Event end date.
Total Participants: Total participants.

Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

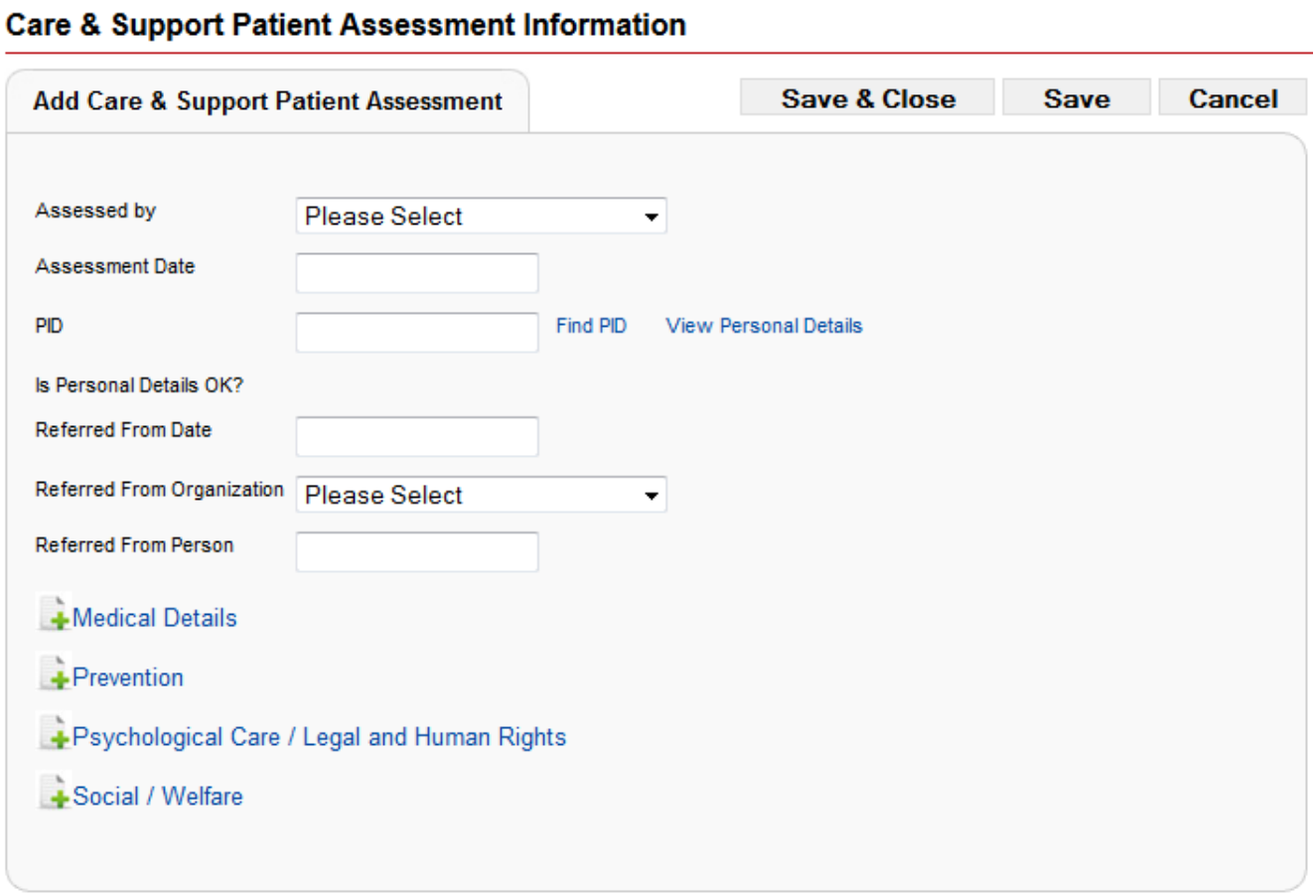
(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new event details information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

10. C&S Assessment Menu

This menu is to save HIV care and support assessment related records. Click on 'C&S Assessment' menu to go to the care & support assessment records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:

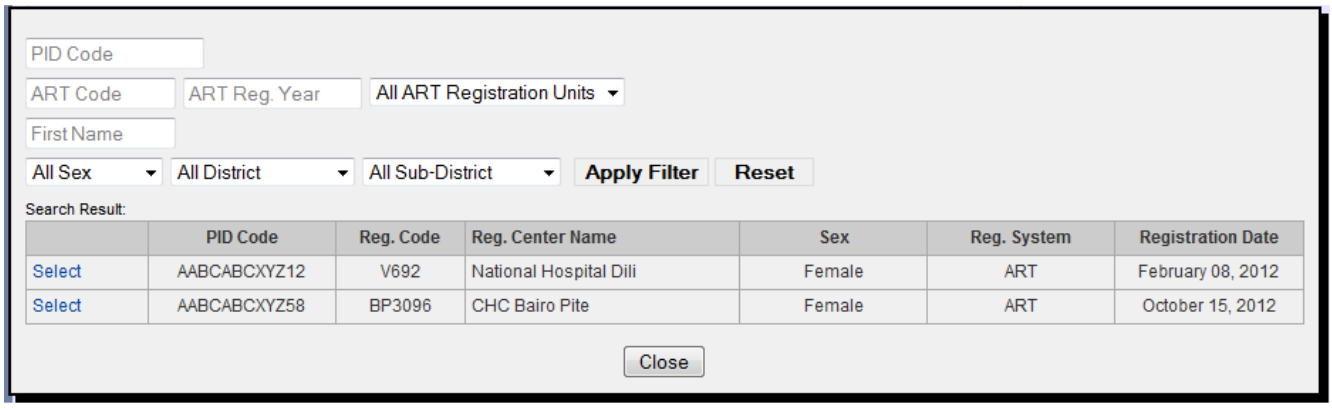
In order to add a Care & Support assessment details, do followings:
(1) Click on 'Add a Care & Support Patient Assessment' link button
(2) You'd see below page:



In the above page, notice that there are many link buttons as explained below:

(1) **Find PID**: use this link button to tag ART patient for whom you are going to enter assessment details. Please note that, you will see only those ART patients who agreed to be connected with HIV Care & Support Network during ART registration. You must first select a patient before you proceed further. Do followings:

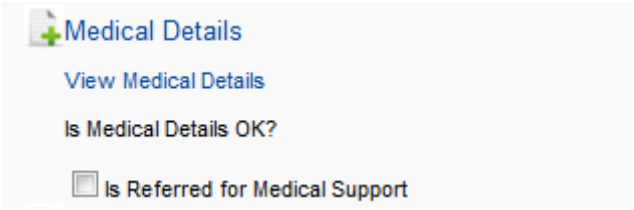
(1) Click on 'Find PID' link button and you will see below pop-up:



(2) Now type ART code and select ART Registration Unit from DDL and then click on 'Apply Filter' button
(3) System will find the patient and will show in the list
(4) If you've found the patient correctly, then click on link button 'Select' at the very left of the patient record in the list
(5) At this stage you should be back to the previous page

(2) **View Personal Details**: use this link button to verify the personal details of the ART patient before you proceed. If all information are OK, then click on 'Correct'; else 'Not Correct'. You may also leave this un-verified and system will still allow you to save assessment details.

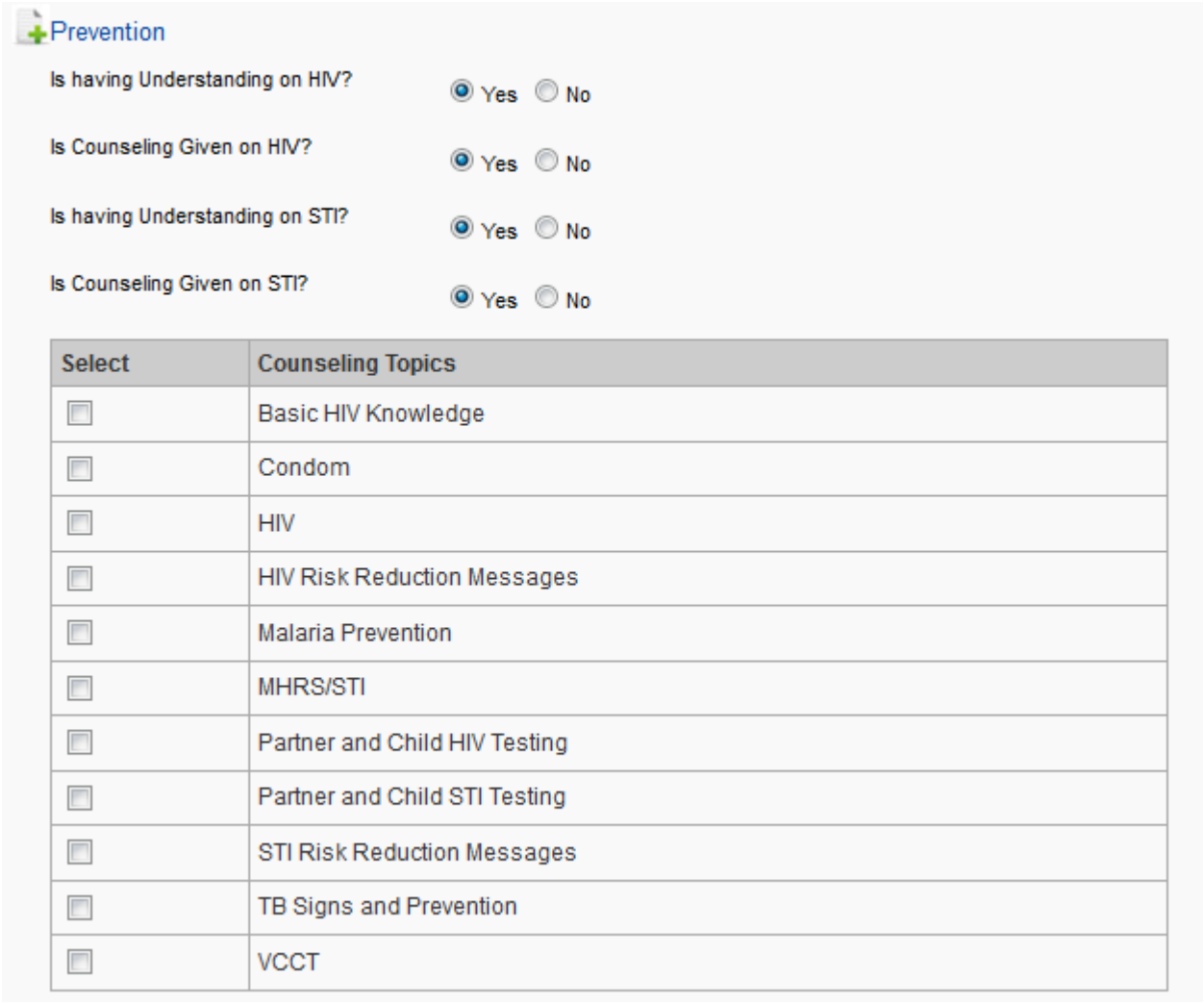
(3) **Medical Details**: use this link to enter medical details of the assessment record. When you click on this link button, you will see below page:



You can verify patient's medical details like you've done while verifying personal details. You can also leave this information un-verified as well.

Check the check box if appropriate.

(4) **Prevention**: use this link button to enter prevention details of the assessment record. When you click on this link button, you will see below page:

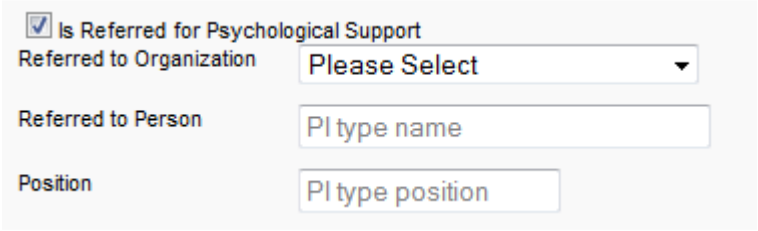


Selection the options as appropriate and then proceed to next link button section.

(5) **Psychological Care / Legal and Human Rights**: use this link button to enter Psychological Care / Legal and Human Rights details of the assessment record. When you click on this link button, you will see below page:

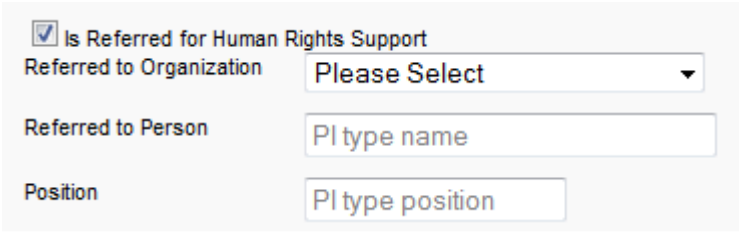
Selection the options as appropriate and then proceed to next link button section.

Notice that, when you click on check box 'Is Referred for Psychological Support', you some more information will get visible below this check box; which is like shown below:



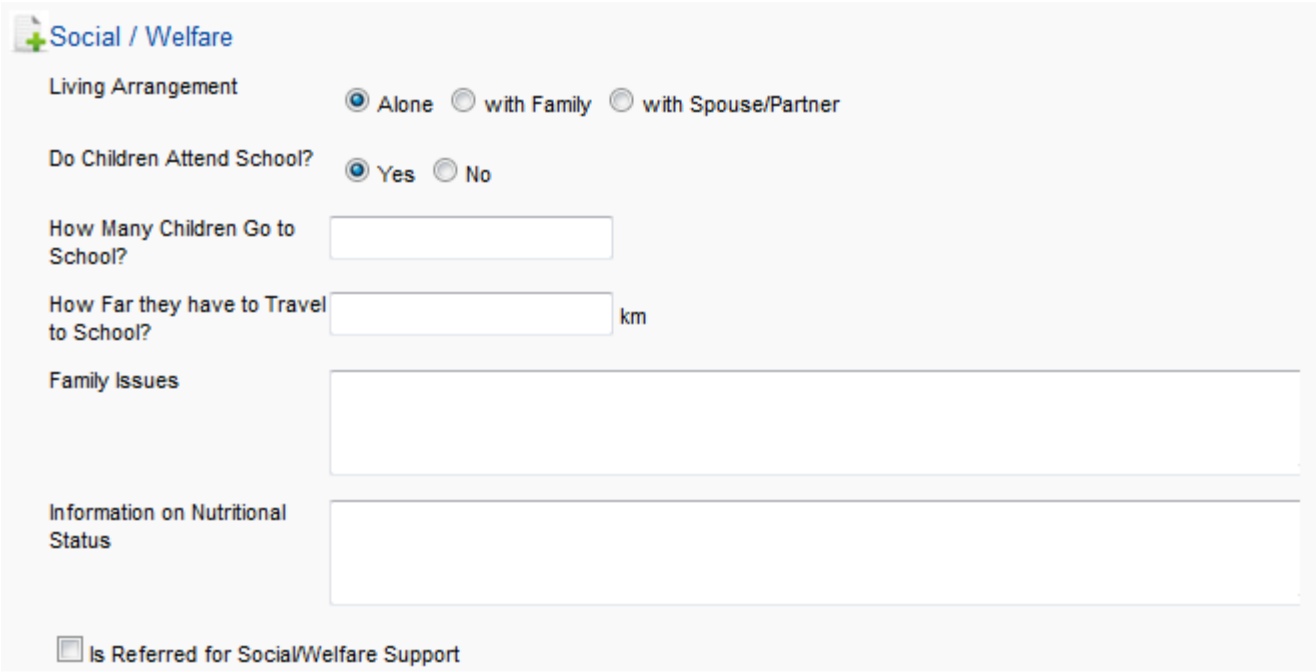
Now, type and select information as appropriate.

Also, notice that, when you click on check box 'Is Referred for Human Rights Support', you some more information will get visible below this check box; which is like shown below:



Now, type and select information as appropriate.

(6) **Social / Welfare**: use this link button to enter social/welfare details of the assessment record. When you click on this link button, you will see below page:



Selection the options as appropriate and then proceed to next link button section.

Notice that, when you click on check box 'Is Referred for Psychological Support', you some more information will get visible below this check box; which is like shown below:

Selection the options as appropriate and then proceed to next link button section.

(7) Now, for other remaining information, type or select below information:
Assessment Date*: Date of assessment.
Referred From Date: Referred from date.
Referred From Organization: Referred from organization.
Referred From Person: Referred from person.

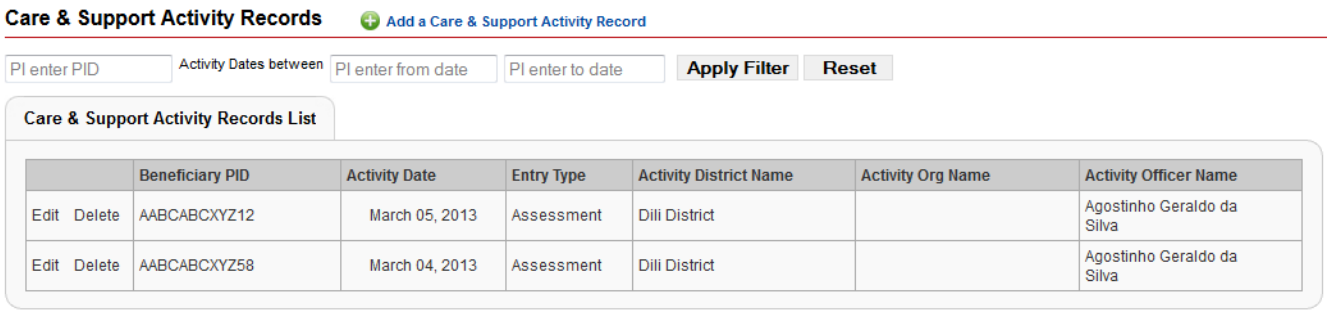
Important!
Field with * marking is a mandatory field that must be provided to save a TB patient. If you don't provide that information, system will not save the patient and will show error messages in red text.

(8) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new Care & Support assessment details information

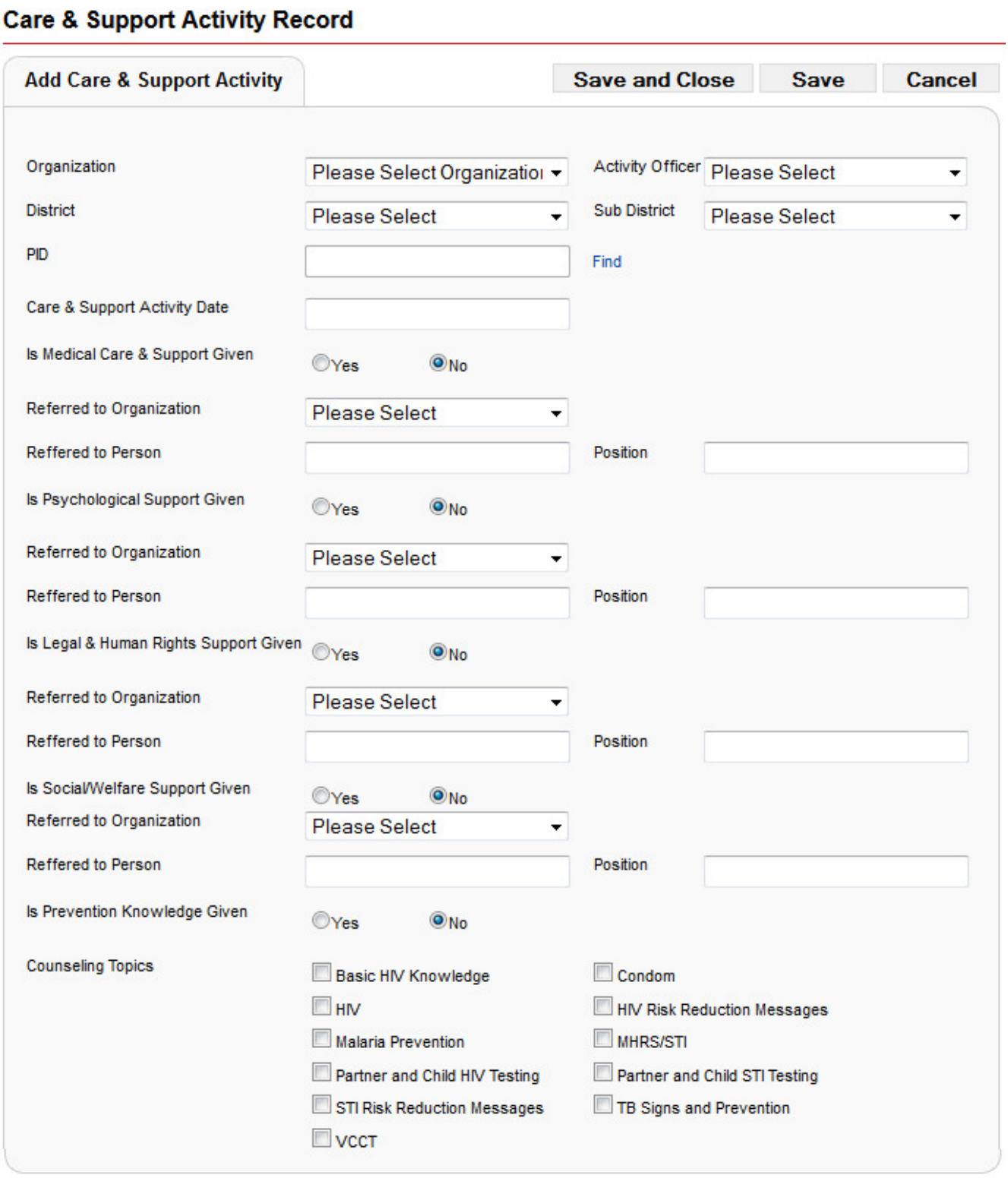
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

11. C&S Outreach Activity Record Menu

This menu is to save HIV care and support outreach activity related records. Click on 'C&S Activity Record' menu to go to the care & support activity records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add a Care & Support activity record details, do followings:
(1) Click on 'Add a Care & Support Activity Record' link button
(2) You'd see below page:



(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

Important!

Find the patient like it is explained under menu 'C&S Patient Assessment'

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

12. RH/C&S Center Activity Record Menu

This menu is to save Rest Home and Care & Support Centers activity related records. Click on 'RH/C&S Center Activity Record' menu to go to the rest home and care & support center activity records list page. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:

In order to add a Rest Home and Care & Support Center activity record details, do followings:

(1) Click on 'Add a RH/C&S Center Activity Records' link button

(2) You'd see below page:

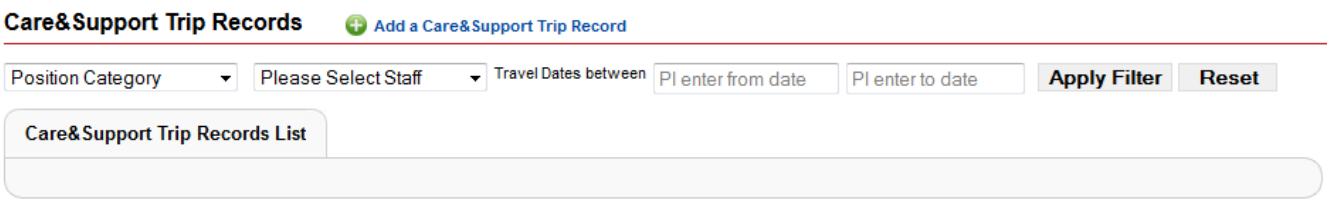
(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

Important!
Find the patient like it is explained under menu 'C&S Patient Assessment'

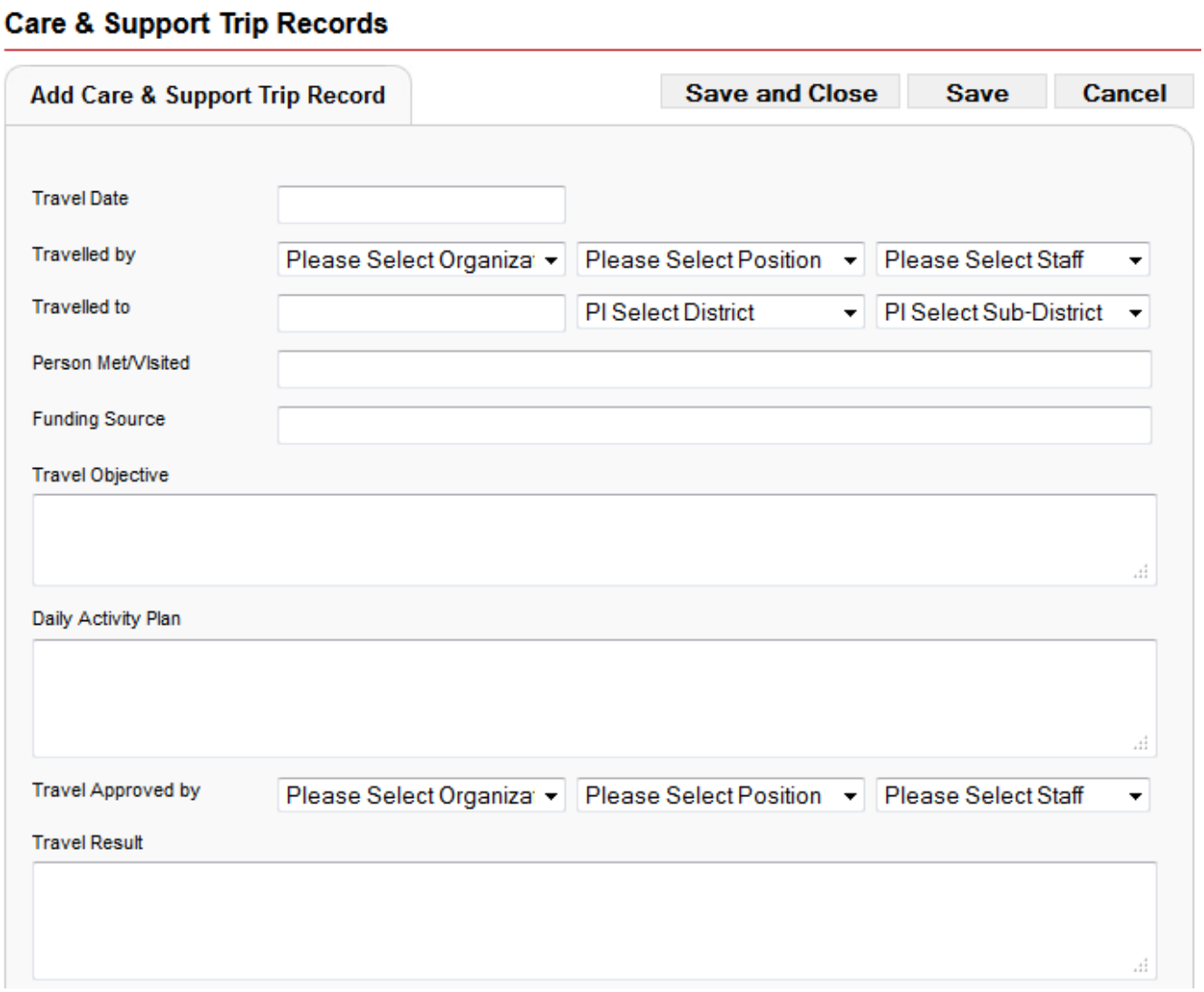
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

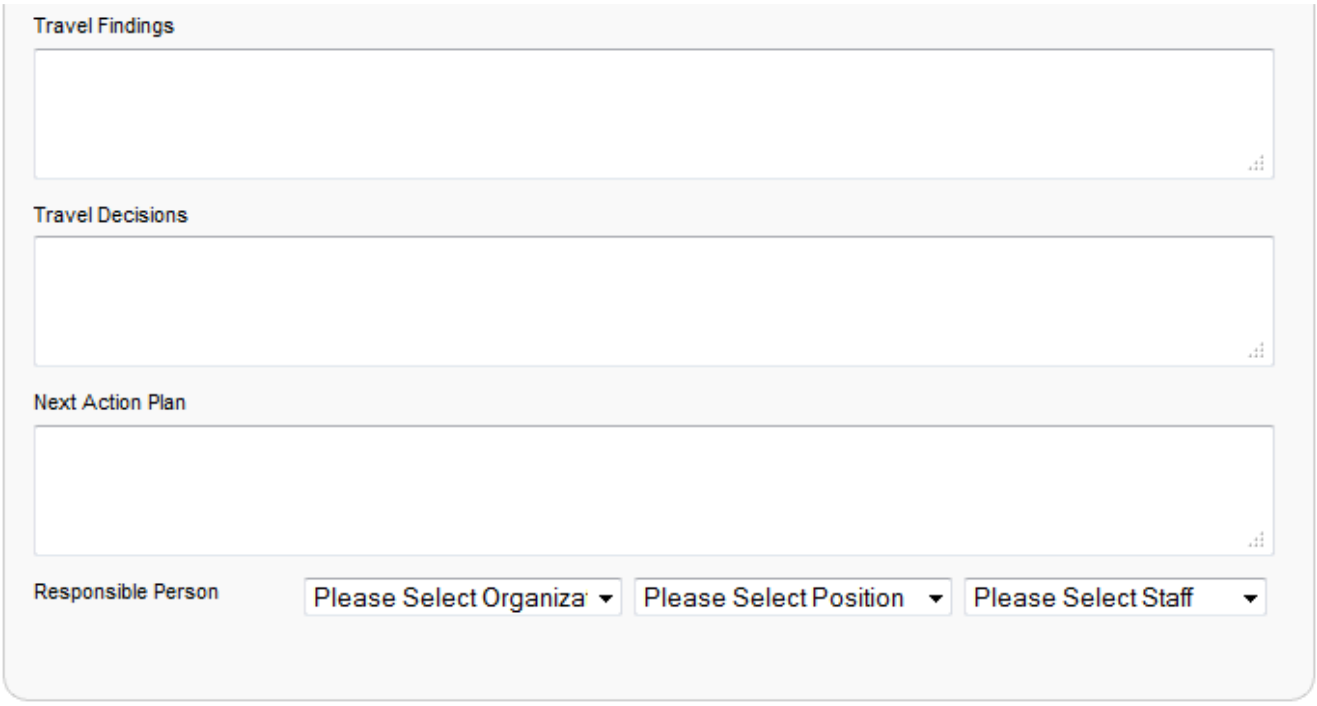
13. C&S Travel Menu

This menu is to save Care & Support related travel details. Click on 'C&S Travel' menu to go to the care & support related travel details. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add Care & Support related travel details, do followings:
(1) Click on 'Add a C&S Travel' link button
(2) You'd see below page:



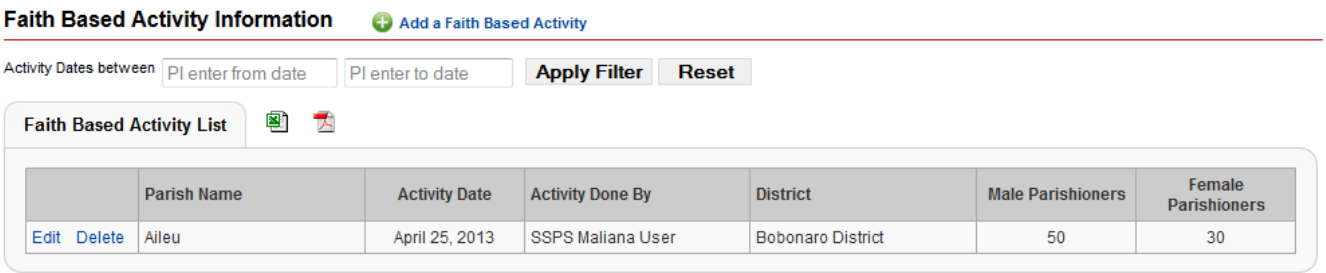


(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

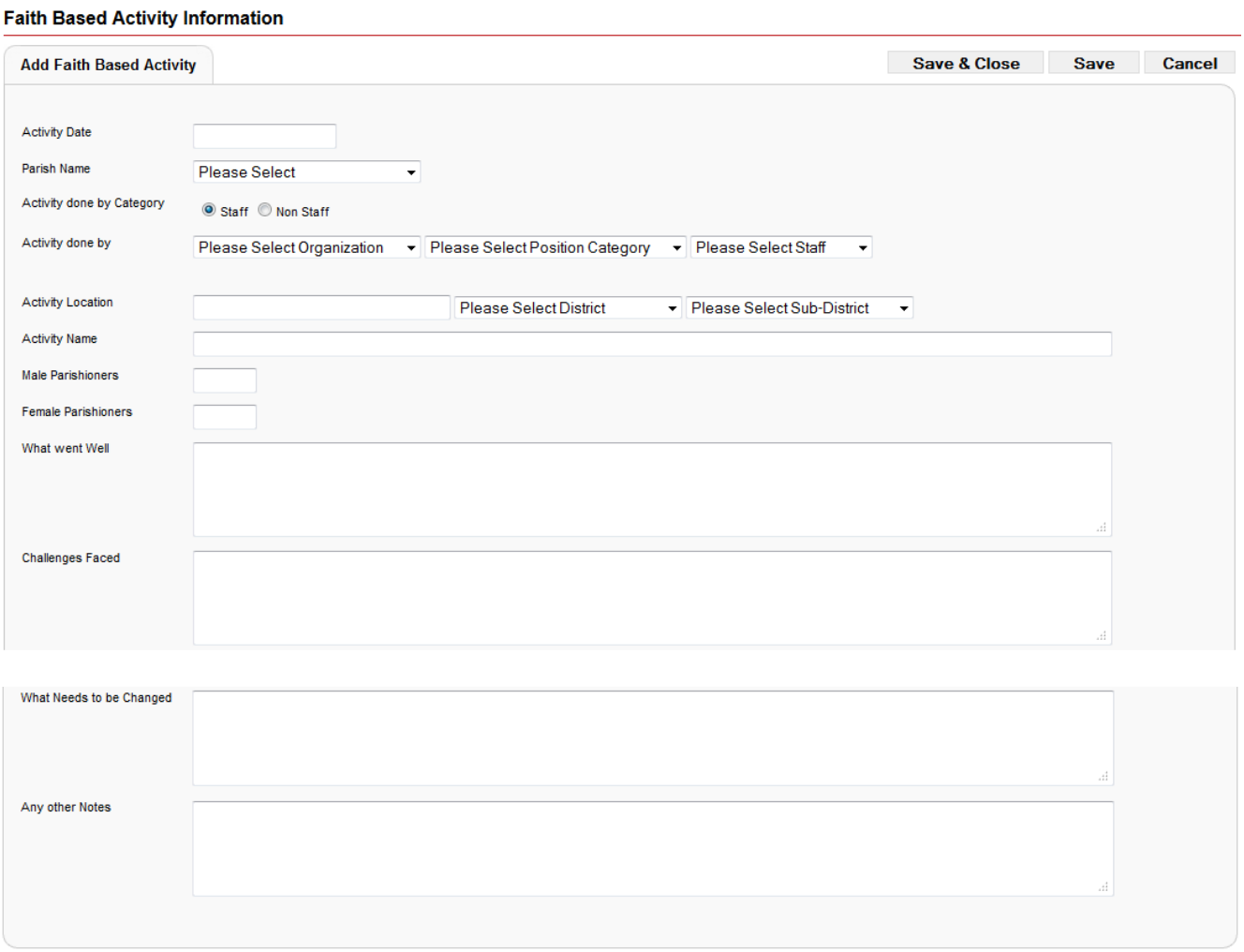
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

14. Faith Based Activity Menu

This menu is to save faith based activity related details. Click on 'Faith Based Activity' menu to go to the faith based activity details. There will not be any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add a faith based activity details, do followings:
(1) Click on 'Add a Faith Based Activity' link button
(2) You'd see below page:



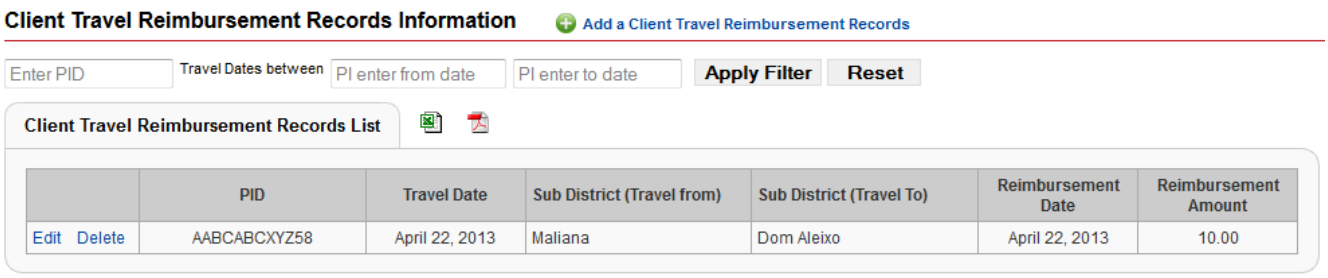
(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

15. Client Travel Reimbursement Menu

This menu is to save clients' travel reimbursement related details. Click on 'Client Travel Reimbursement' menu to go to the client travel reimbursement list page. There will not be

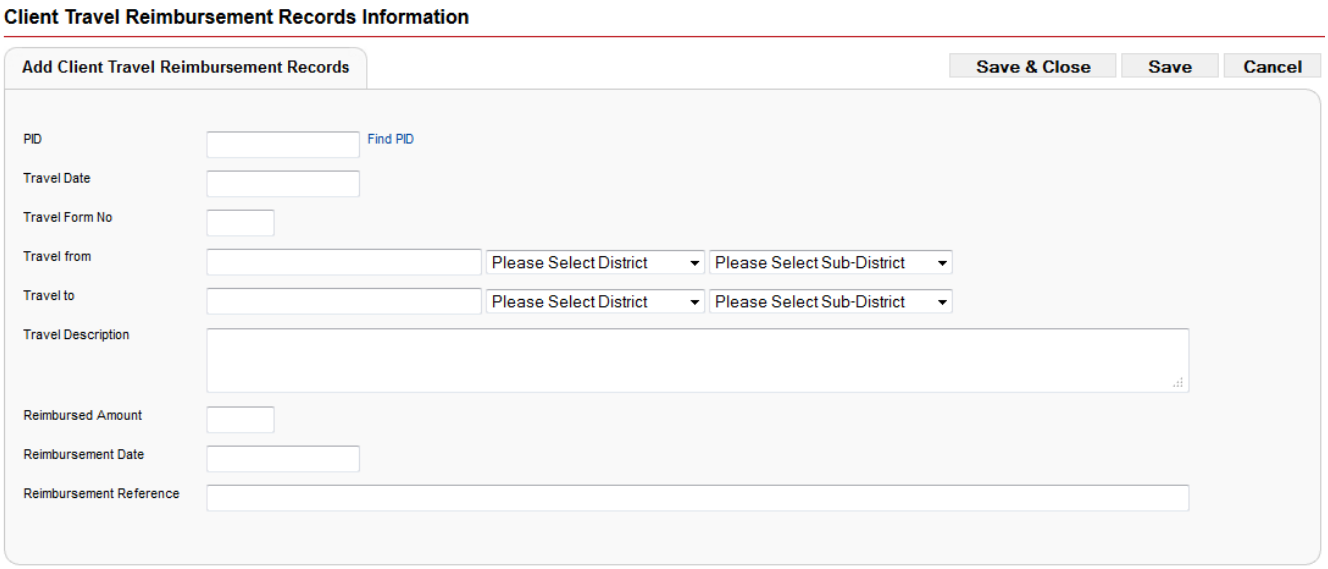
any record in the list while page loading. Click on 'Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add a client travel reimbursement record, do followings:

(1) Click on 'Add a Client Travel Reimbursement' link button

(2) You'd see below page:



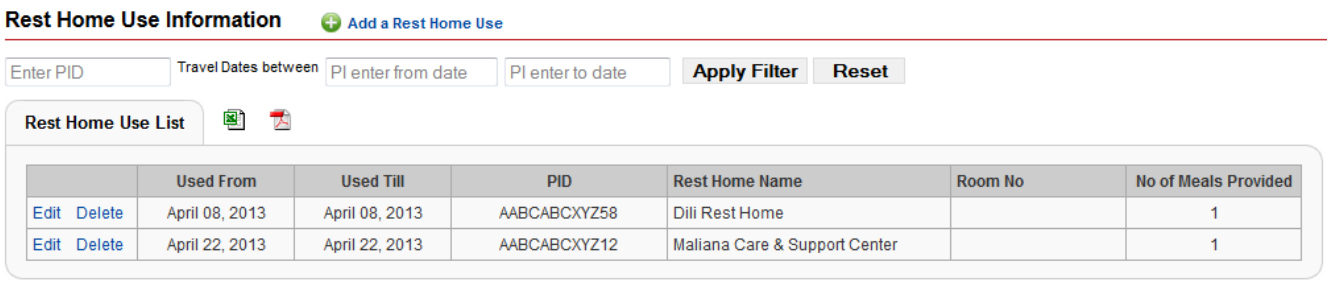
(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

Important!
Find the patient like it is explained under menu 'C&S Patient Assessment'

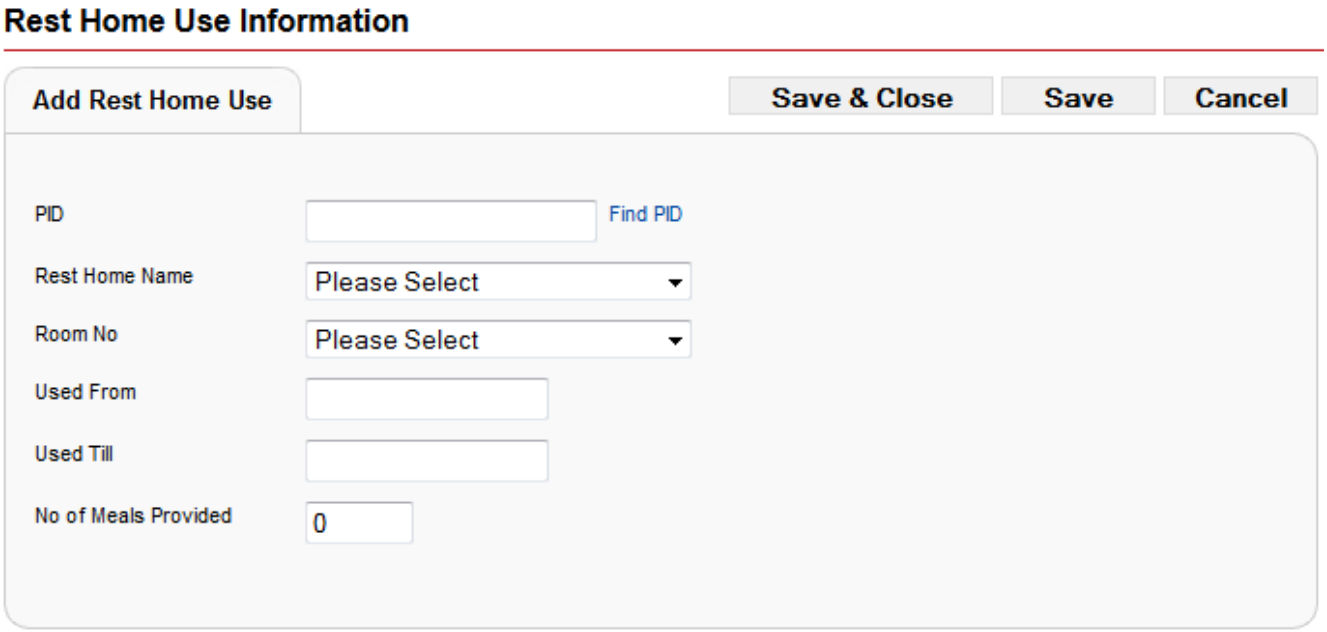
Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

16. Rest Home Use Menu

This menu is to save Rest Home utilization records. Click on 'Rest Home Use' menu to go to the rest home utilization records list page. There will not be any record in the list while page loading. Click on Apply Filter' button to load the records in the list. The GV page will look like shown below:



In order to add a Rest Home Utilization details, do followings:
(1) Click on 'Add a Rest Home Use' link button
(2) You'd see below page:



(3) Type or select necessary information in the above page and then click on 'Save' or 'Save & Close' button

Important!
Find the patient like it is explained under menu 'C&S Patient Assessment'

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to GV page.

Chapter 7 – Administration Tab

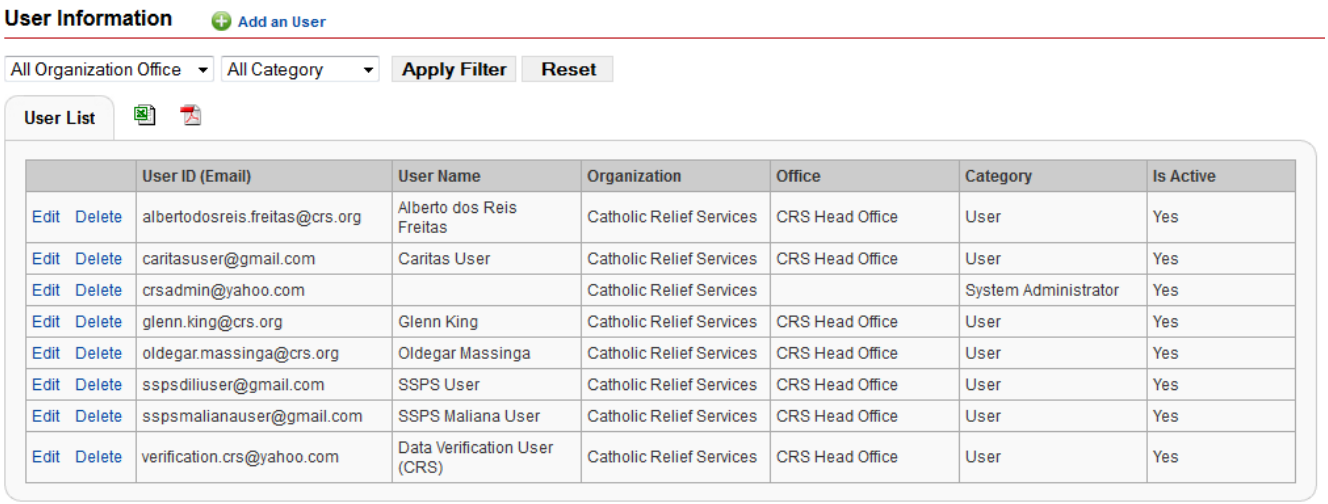
1. Overview

This tab contains the functionalities for assigning privilege to users. An user (may be normal user or super user) can assign privileges to other users if he/she has the permission to do that task. The tab contains following two menus:

(1) Users
(2) Assign Privilege

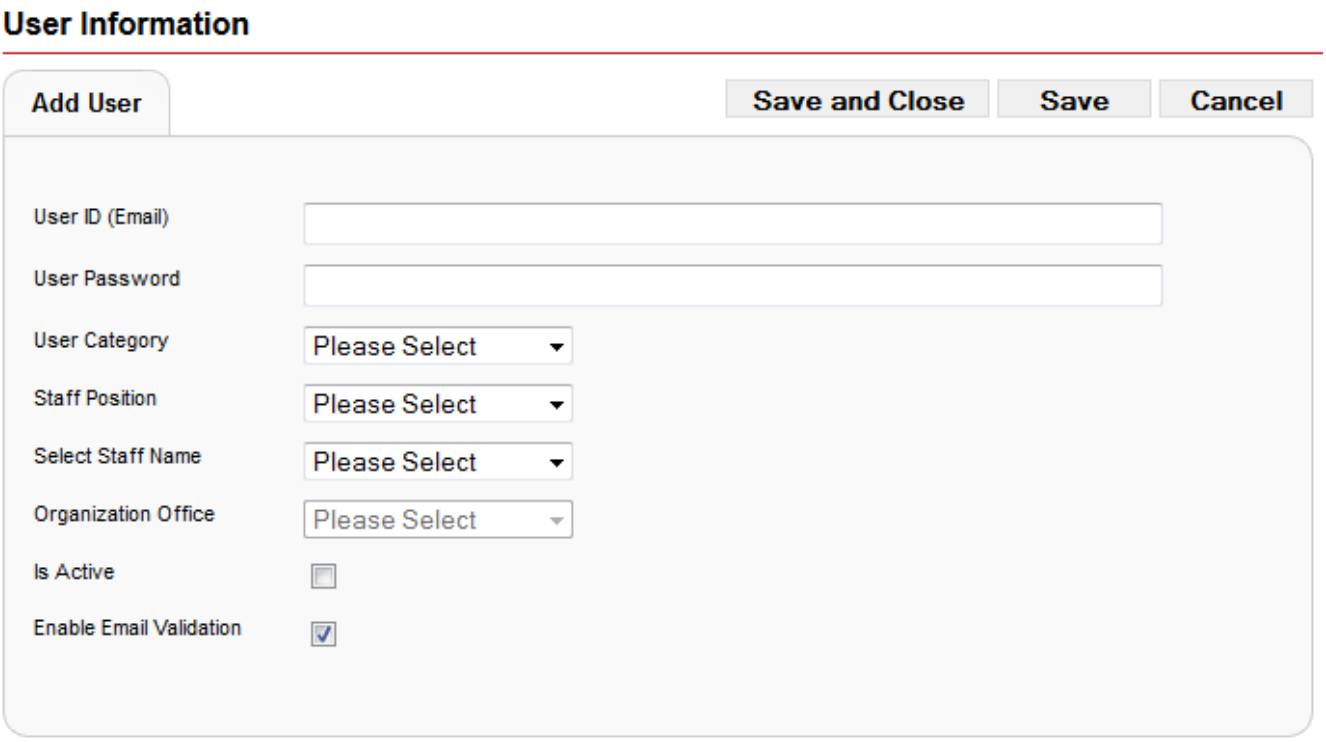
2. Users Menu

This menu is to enter system user information. Click on 'Users' menu to go to users list page. You'd see all the available user your organization in the GV list with their detail information. The GV will look like shown below:



	User ID (Email)	User Name	Organization	Office	Category	Is Active
Edit Delete	albertodosreis.freitas@crs.org	Alberto dos Reis Freitas	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	caritasuser@gmail.com	Caritas User	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	crsadmin@yahoo.com		Catholic Relief Services		System Administrator	Yes
Edit Delete	glenn.king@crs.org	Glenn King	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	oldegar.massinga@crs.org	Oldegar Massinga	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	sspsdiliuser@gmail.com	SSPS User	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	sspsmalianauser@gmail.com	SSPS Maliana User	Catholic Relief Services	CRS Head Office	User	Yes
Edit Delete	verification.crs@yahoo.com	Data Verification User (CRS)	Catholic Relief Services	CRS Head Office	User	Yes

In order to add new user information, do followings:
(1) Click on 'Add an User' link button
(2) You'd see below page:



(3) Type or select below information:
User ID (Email)*: This is the email ID with which user will login to system.
User Password*: Password of the user.
User Category*: Category of user; either normal user or system admin.
Staff Position: Position of staff. If user category is system admin type, then you don't need to select a staff; else a normal user must have to be a staff.
Select Staff Name: Staff name.
Organization Office: Organization office.
Is Active: Check if active.
Enable Email Validation: Don't check this unless you want the activation to happen automatically through email validation.

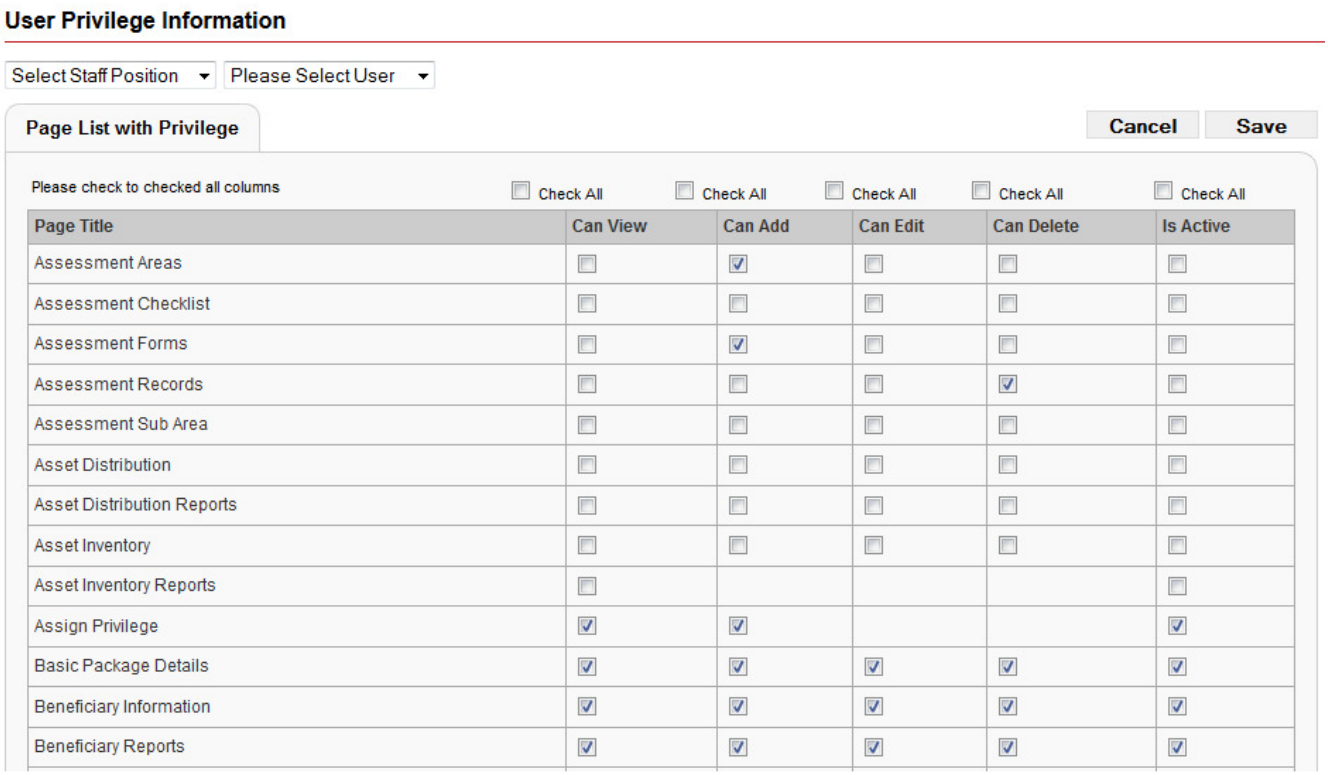
Important!
Field with * marking is a mandatory field that must be provided to save a person/staff. If you don't provide that information, system will not save the person/staff and will show error message in red text.

(4) Once all information are given, click on 'Save' or 'Save & Close' button to finally save the new user information

Note that, if you've chosen Save, you would still remain on the same page and if you've chosen Save & Close button then you'd come back to personnel list GV.

3. Assign Privilege Menu

When a person logs into the system, he/she will see a menu called 'Assign Privilege'. The page will look like below:



Please note that, if a user cannot see this menu/page, then he/she is not given permission to do this task!

In this image, the list shows all the menu names that are available in the system. Super user or the person giving privilege will only need to choose the appropriate menu from list. Also notice that, for each menu there are columns for assigning rights/permissions to user; such as:

Can View – user will be able to see the data only; cannot do anything else!
Can Add – user will be able to view and as well as add new record
Can Edit – user will be able to edit an existing record
Can Delete – user will be able to delete an existing record
Is Active – user will be able to see the menu after logging into the system

To assign privilege to a user, do followings:

(1) Select a person (user) from DDL for whom you'd like to assign privilege.
(2) Now choose the appropriate rights/permissions for the pages you have planned to assign to that user.

(3) After you complete assigning rights/privileges to a user, click on Save button to save the changes.
(4) If you don't want to save and quit from assigning privileges, click on Cancel button.

Chapter 8 – Report Tab

1. Overview

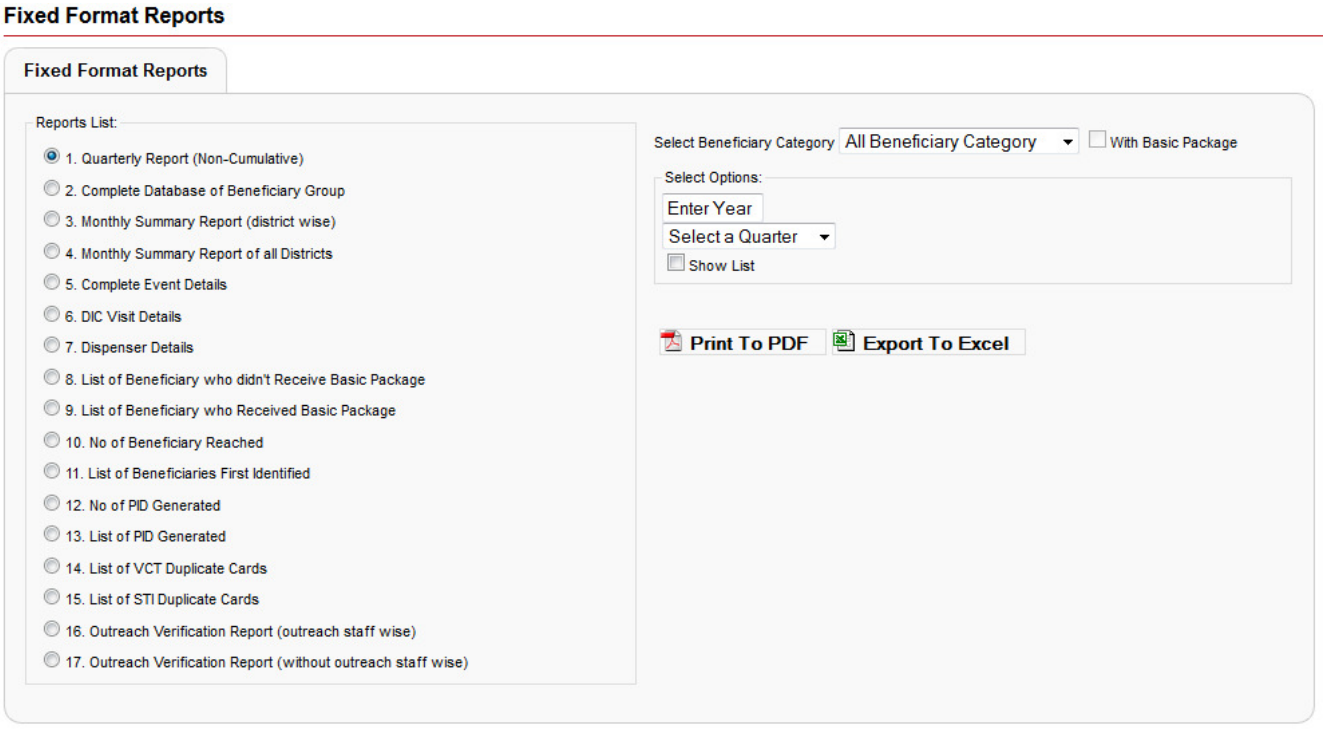
This tab contains the menus to generate various types of reports. Data that were entered in other tabs can be taken as output from this tab. There are total 4 menus in this tab as shown below:

(1) Fixed Format Reports
(2) Fixed Format Reports (Care & Support)

2. Fixed Format Reports (Prevention) Menu

This menu is to generate various programmatic reports of all prevention activities; such as, quarterly report of a particular beneficiary group (say, MSM) etc.

Click on 'Fixed Format Reports' menu to go to the reports page. The page will look like shown below:


Fixed Format Reports
Fixed Format Reports
Reports List:
1. Quarterly Report (Non-Cumulative)
2. Complete Database of Beneficiary Group
3. Monthly Summary Report (district wise)
4. Monthly Summary Report of all Districts
5. Complete Event Details
6. DIC Visit Details
7. Dispenser Details
8. List of Beneficiary who didn't Receive Basic Package
9. List of Beneficiary who Received Basic Package
10. No of Beneficiary Reached
11. List of Beneficiaries First Identified
12. No of PID Generated
13. List of PID Generated
14. List of VCT Duplicate Cards
15. List of STI Duplicate Cards
16. Outreach Verification Report (outreach staff wise)
17. Outreach Verification Report (without outreach staff wise)
Select Beneficiary Category
All Beneficiary Category
With Basic Package
Select Options:
Enter Year
Select a Quarter
Show List
Print To PDF
Export To Excel

On the left section of this page, there are total 6 report options, which are:

(1) 1. Quarterly Report (Non-Cumulative)
(2) 2. Complete Database of Beneficiary Group
(3) 3. Monthly Summary Report (district wise)
(4) 4. Monthly Summary Report of all Districts
(5) 5. Complete Event Details
(6) 6. DIC Visit Details
(7) 7. Dispenser Details
(8) 8. List of Beneficiary who didn't Receive Basic Package
(9) 9. List of Beneficiary who Received Basic Package
(10) 10. No of Beneficiary Reached
(11) 11. List of Beneficiaries First Identified
(12) 12. No of PID Generated
(13) 13. List of PID Generated
(14) 14. List of VCT Duplicate Cards
(15) 15. List of STI Duplicate Cards
(16) 16. Outreach Verification Report (outreach staff wise)
(17) 17. Outreach Verification Report (without outreach staff wise)

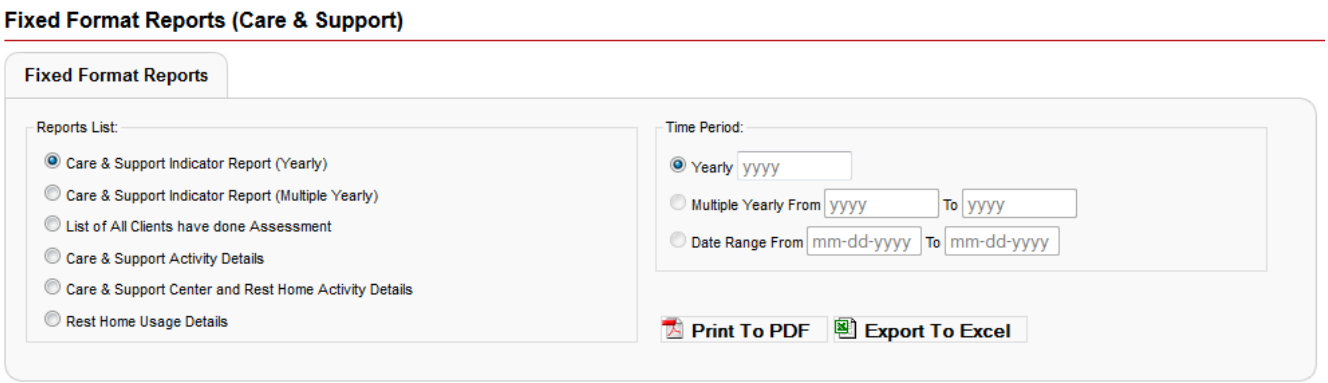
In the other sections of this page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

3. Fixed Format Reports (Care & Support) Menu

This menu is to generate various reports from ART register; such as, list of HIV+ve patients, details of a particular patient etc.

Click on 'ART Reports' menu to go to the reports page. The page will look like shown below:


Fixed Format Reports (Care & Support)
Fixed Format Reports
Reports List:
Care & Support Indicator Report (Yearly)
Care & Support Indicator Report (Multiple Yearly)
List of All Clients have done Assessment
Care & Support Activity Details
Care & Support Center and Rest Home Activity Details
Rest Home Usage Details
Time Period:
Yearly yyyy
Multiple Yearly From yyyy To yyyy
Date Range From mm-dd-yyyy To mm-dd-yyyy
Print To PDF
Export To Excel

On the left section of this page, you'd see below report options:
(1) Care & Support Indicator Report (Yearly)
(2) Care & Support Indicator Report (Multiple Yearly)

(3) List of All Clients have done Assessment
(4) Care & Support Activity Details
(5) Care & Support Center and Rest Home Activity Details
(6) Rest Home Usage Details
(7) In the other sections of this page, there are filters to generate more specific data.

Each of these report options will generate various data in different formats.

END OF THE USER MANUAL